How to Guide

Change of Name

Purpose:

This instruction will help you to update your records with your new name. You will need to:

1. Update your name as recorded for your Unique Student Identifier (USI); and
2. Contact ATDP to update your profile details.

Note: Your USI and ATDP registered names need to be identical in order to be issued a Statement of Attainment on completion of your training.

1. Change Your Name on the USI Portal

You will need to update your name on the Government USI website - Home page | Unique Student Identifier (usi.gov.au)

You will need to have one form of verifiable identity that has been updated with your new name before you can proceed. More information about USI requirements for identification can be found at The USI and your identification | Unique Student Identifier.

Other useful links include:

Update your details | Unique Student Identifier (usi.gov.au)

Student FAQs - USI Account | Unique Student Identifier

Contact us: Students | Unique Student Identifier (usi.gov.au)

If you have any issues with updating your name, call the **USI help number 1300 857 536**.

2. Inform ATDP of your Name Change

Once you have updated your name with the USI government website, you will need to contact ATDP to change your name.

Your Program Support Officer (PSO) contact details are found in the Additional Support and Contact Details Section at the end of this document.

Next steps:

1. Your Program Support Officer (PSO) will organise to have your name changed on your ATDP Profile.
2. The PSO will then advise the RTO.
3. The RTO needs to validate your new name matches with the recorded details on the USI government website. You will be contacted if this does not occur.

How to Guides

You can find more How to Guides on the ATDP website.

[ATDP - How To Guides (web.atdp.org.au/psoMsg)](web.atdp.org.au/psoMsg)

Additional Support and Contact Details

If you require additional support, please contact your Program Support Officer (PSO):

Name	Region	Email	Mobile
William	Region 1 (QLD/NT)	ATDP.PSO1@dva.gov.au	0472 704 592
Samone	Region 2 (NSW/ACT/WA)	ATDP.PSO2@dva.gov.au	0472 674 665
Phil	Region 3 (VIC/SA/TAS)	ATDP.PSO3@dva.gov.au	0472 704 948

Alternatively, you can email ATDPEnquiries@dva.gov.au.