



# Change of personal details

- > Use this form to update your contact details and/or advise a change to your name.
- > You can also change your contact details online at [www.pssap.gov.au](http://www.pssap.gov.au) using your access number.
- > If you need assistance, please call 1300 725 171.

## SECTION A Your current membership details

PSSap membership no.

### Your name as it currently appears on your account

Surname

Given name(s)

Date of birth  /  /

Employer

Start date  /  /

Current salary \$

## SECTION B Change of contact details

Use this section to provide your new contact details.

Postal address

SUBURB

STATE

POST CODE

Phone

BUSINESS HOURS

AFTER HOURS

MOBILE NUMBER

Email

WORK

@

HOME

@

How would you like to receive any correspondence from the PSSap?

Postal address  Work email  Home email

## SECTION C Change of name

Only to be completed if you are not currently employed by the Australian government.  
If you are currently employed, please notify your employer.

In order to change your name on our records, we need a certified copy of your:

- > marriage certificate with your new name,  
OR
- > birth certificate if you have changed back to your maiden name,  
OR
- > change of name certificate if you have changed your name by deed poll.

Salutation  Mr  Mrs  Ms  Miss  Other

### Your new name

Surname

Given name(s)

Gender  Male  Female

What document are you providing as proof of your change of name?

Marriage certificate  Birth certificate  Change of name certificate

## SECTION D Declaration

I,

FULL NAME

  


declare that the information I have provided on this form is complete and correct.

SIGNATURE

Date signed

/   /

## SECTION E Lodgement

Please post this completed form to (along with the certified document if you have changed your name) to:

**PSSap**  
**PO Box 22**  
**Belconnen ACT 2616**

If you are changing your contact details only, you can also fax this form to (02) 6272 9001.

Faxed copies will not be accepted if you are changing your name.

### Your privacy is important to us.

We are collecting the information on this form to administer your super.

For further information about our privacy policy, read our **Product Disclosure Statement**, see Privacy and Disclaimers at [www.pssap.gov.au](http://www.pssap.gov.au) or call us on 1300 725 171 for a copy to be emailed or posted to you.

**Need assistance? Call us on 1300 725 171.**

END FORM