

CHANGE OF CANDIDATE DETAILS FORM

PLEASE NOTE:

- A change of candidate details form is a change of name or date of birth.
- A change to any candidate details before the session close date is free of charge.
- A change to any candidate details after the session close date incurs a fee of \$38.
- This form must be received **by 4pm three working days before the exam date**.
- Please refer to the Change of Name Policy in the current [Enrollers' Handbook](#).
- Additional fees apply for candidates seeking the re-issue of previous certificate/reports.

HOW TO USE THIS FORM:

1. Complete all required fields.
2. Email the form to payments.ameb@qed.qld.gov.au.
3. AMEB Qld will email a BPoint link for payment of the fee which must be **paid** as soon as possible.
4. Your request will only be processed after a completed Change of Candidate Details Form is received and full payment is made.

NB: The change to the candidate's name **will not** be made if payment is **not** received.

PERSONAL DETAILS	
Enroller No:	Enroller Name:
Candidate No:	Candidate Name:
Enrolled session (if applicable):	

ENROLMENT NAME CHANGE		
REQUESTED CHANGE:	Current	Change to
• Candidate Legal Name		
• Preferred Name		
• Candidate DOB		

PAYEE DETAILS (must be completed)	
Name of card holder:	Phone No.:
Email Address:	Date:

OFFICE USE ONLY			
Sale ID:	BPoint No:	Amount:	BPoint Date:
Receipt No:		Date Payment received:	
Customer Service Officer Signature:			

Ts & Cs apply. For the full policy please refer to the [AMEB Qld Enrollers' Handbook](#)