MSIC Change of name and address obligations

In order to support the automation of second background checks, which occur at the 2 year anniversary of a 4 year MSIC, cardholders are required by law to notify their MSIC issuing body of any change of name and permanent residential address.

As a 4 year MSIC holder, you must report changes to your name and permanent residential address at least 2 years and 30 days prior to the expiry date printed on your MSIC.

You must report changes by: ..........................................................
........................................................................................................
You must report your changes to: .................................
........................................................................................................

A $850 penalty may apply if you fail to report.
For more information contact your MSIC issuing body or visit: www.infrastructure.gov.au/msic
Changes of name and address must be reported in the following ways:

- **Changes to your name**
  
  **In person** — provide to your MSIC issuing body an original certificate issued by a State or Territory authority that recognises the change of name.

  **By post** — send to your MSIC issuing body a signed and witnessed *Statutory Declaration* detailing your change of name (include full previous and new names).

- **Changes to permanent residential address**

  You must report all changes to your permanent residential address **in writing** to your MSIC issuing body.

  *As an example, this could be done by way of a letter, fax or email to your MSIC issuing body or by completing a form in person at your issuing body.*