



Responsible person details update form

Before you complete this form

There are different processes for updating a responsible person's information.

Depending on the type of change, you may be able to update the information directly through the [Government Provider Management System \(GPMS\)](#). For other changes, you will need to either:

- request that the Commission update the information using this form
- submit a Change in Circumstances form.

The information below explains which process applies to different types of changes.

Use this form to update

Use this form to request updates to an existing responsible person's record in GPMS, including changes to their:

- title
- name
- principal purpose
- job role
- position title.

Changes you can make directly in GPMS

You do not need this form to update:

- contact purpose
- contact roles
- contact details and availability
- Responsible for Approved Residential Care Home (ARCH)

These details can be updated directly through your organisation's GPMS portal.

Changes that require a Change in Circumstances form

You must submit a Change in Circumstances form if you need to:

- add a responsible person
- remove a responsible person
- notify us of a change to a responsible person's suitability.

Privacy and your personal information

Your personal information is protected by law, including by the *Privacy Act 1988* (including the Australian Privacy Principles) and the *Aged Care Act 2024*.

We collect, use and disclose personal information to carry out our functions under the *Aged Care Act 2024*.

We use the information in this form to update your provider records, or to inform other regulatory activities.

We may share the information on this form with the Department of Health, Disability and Ageing, and with other state and Australian Government agencies, where allowed or required by law.

You can find more information about how we collect, use, disclose and manage your personal information in our privacy policy.

How to complete the form

Before you complete the form, check the responsible person's details in GPMS.

You must complete all fields in the form.

We can't process the request if any field is incomplete, even when only some details need to be updated.

How to submit the form

Email the completed form to:

providernotifications@agedcarequality.gov.au.

The email must be sent by a responsible person listed under the provider in GPMS.

We may contact you to confirm the request before updating the record.

Provider details	
Registered provider name	
Registered provider ID	PRV-
Responsible person details	
Responsible person ID	CON-
Title (Mr, Mrs, Ms, Miss, Mx, Dr)	
First name	
Middle name	
Last name	
Preferred name	
Date the responsible person started using their new name (DD/MM/YYYY)	
Former first name (enter N/A if no name change)	
Former middle name (enter N/A if no name change)	
Former last name (enter N/A if no name change)	

Responsible person details	
Contact relationship to be updated	CRL-
Principal purpose Select at least one that applies:	Responsible for executive decisions Authorised or responsible for (or has significant influence over) planning, directing or controlling the activities of the business Responsible for day-to-day operations of an approved residential care home or service delivery branch A registered nurse responsible for management of the nursing services
Role details	
Job role code from OSCA Enter one code that best describes this role (for example 1211 Chief Executives and Managing Directors)	
Position title (role title)	
Details of person completing this form	
Full name	
Role or position	
Phone	
Email	

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Find this resource online

agedcarequality.gov.au/providers/provider-governance/notifying-us-change-circumstances/responsible-person-changes

