



**QLS**

| Renewals 2026

# **Guide to updating your details online**

**For practitioners and members**

# Contents

- 1. Update your details.....5
- 2. Update your employment.....8
  - 2.1. Current employment tab.....10
  - 2.2. Update employment tab.....11
    - 2.2.1. Adding employment.....12
    - 2.2.2. Ending existing employment.....17
    - 2.2.3. Modifying existing employment relationship changes.....18
  - 2.3. Primary employer tab .....19
- 3. Change of name .....21
  - 3.1. Request tab .....23
  - 3.2. Documents tab .....24

---

# Guide to updating your details online for practitioners and members

This guide will help you to update your details online using the myQLS portal, in preparation for the 2026-27 renewals period.

It is important to ensure your details are correct prior to renewals, however, you can also update your details at any time in the myQLS portal outside of this period.

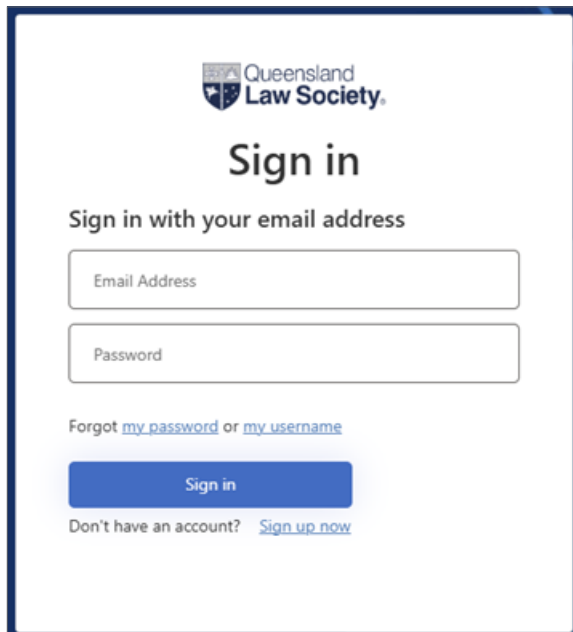
Access the myQLS portal at [my.qls.com.au](https://my.qls.com.au)

The guide includes instructions on how to:

1. Update your details
2. Change your name
3. Update your employment details.

To update the above information, you will need to log into the myQLS portal using your username and password.

There are prompts on the sign in page for forgotten username and passwords. For additional help logging in, please contact the QLS Records and Member Services team on **1300 367 757** or email [records@qls.com.au](mailto:records@qls.com.au).



The screenshot shows the 'Sign in' page for the Queensland Law Society. At the top is the logo for the Queensland Law Society. Below the logo is the heading 'Sign in' and the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the input fields is a link for 'Forgot my password or my username'. At the bottom is a blue 'Sign in' button and a link for 'Don't have an account? Sign up now'.

## 2026-27 Renewals

From 1 March 2026, you will receive a notification to **Check and update your details** in the myQLS portal in preparation for the 2026/27 renewals period.

You must check and update your details by **30 April 2026**.

**Check and update your details** **Due date: 30 Apr 2026**

In preparation for the 2026-27 renewals period, please check your personal and employment information to ensure it is correct. You can find this information in the 'My details' section.

If you need to update your details, please select from the options below.

Once you have checked and updated your details please click on the "Close notification" button below.

If you require any assistance with updating your details, please contact QLS's Records and Member Services team on **1300 367 757** or email [records@qls.com.au](mailto:records@qls.com.au).

[Change name](#)   [Update employment](#)   [Update details](#)   [Close notification](#)

Changes of employment can be made through the myQLS portal.

**Please note:** You will not be able to proceed with your renewal application until the change has been updated by QLS. Due to the high volume of enquiries during this time, delays may be experienced.

For any questions, please contact the QLS Records and Member Services team on **1300 367 757** or email [records@qls.com.au](mailto:records@qls.com.au).

# 1. Update your details

Once you have logged into myQLS, navigate to **My Details** on the Home page and select **Update details**.

### My details

<b>QLS id:</b>	216109	<b>Practising certificate ty...</b>	Employee, Restricted
<b>Full name:</b>	Applicant 8 JL Test	<b>Special conditions:</b>	No
<b>Preferred email:</b>	qlstest16@outlook.com	<b>Fidelity fund:</b>	No
<b>Employed by:</b>	Test Corporation	<b>Membership type:</b>	
	Advance Family Law	<b>Professional standards ...</b>	No
		<b>Specialised accreditation:</b>	No
		<b>Mediator:</b>	No

[Change name](#) [Update employment](#) [Update details](#)

If you have a notification to **Check and update your details**, you can select **Update details** from the notification.

### Check and update your details Due date: 30 Apr 2026

In preparation for the 2026-27 renewals period, please check your personal and employment information to ensure it is correct. You can find this information in the 'My details' section.

If you need to update your details, please select from the options below.

Once you have checked and updated your details please click on the "Close notification" button below.

If you require any assistance with updating your details, please contact QLS's Records and Member Services team on 1300 387 757 or email [records@qls.com.au](mailto:records@qls.com.au).

[Change name](#) [Update employment](#) [Update details](#) [Close notification](#)

Alternatively, click on your **Name** in the top menu bar and select **Profile**.

This will take you to the **My Profile** page.

View and update your details including your employment, education, professional development and personals details.

<ul style="list-style-type: none"><li style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">About Me</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Personal Contact Details</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Communication Preferences</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Cultural</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Admissions &amp; Academia</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Employment &amp; Committees</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Professional Development</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Areas of Law</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Subscriptions</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Change Request</li><li style="background-color: #002d4d; color: white; padding: 5px; margin-bottom: 5px;">Documents</li></ul>	<p><b>Prefix</b> <input type="text" value="Select"/></p> <p><b>Gender</b> <input type="text" value="Female"/></p> <p><b>First Name</b> <input type="text" value="Applicant 8"/></p> <p><b>Preferred Pronoun</b> <input type="text" value="Select"/></p> <p><b>Middle Name</b> <input type="text" value="JL"/></p> <p><b>Preferred Name</b> <input type="text"/></p> <p><b>Last Name</b> <input type="text" value="Test"/> <input type="button" value="Update Name"/></p> <p><b>Date of Birth</b> <input type="text" value="01/01/1990"/></p> <p><b>Post Nominal</b> <input type="text" value="Select"/></p> <p><b>Goods and services tax (GST) is payable on my purchases as they are consumed in Australia.</b> <input type="text" value="GST Payable"/></p> <p><b>Current Status</b></p> <p><b>QLS Number</b> <input type="text" value="216109"/></p> <p><b>Practising Certificate Type</b> <input type="text" value="Employee Practising Certificate"/></p> <p><b>Membership Type</b> <input type="text" value=""/></p> <p><b>Limitation of Liability</b> <input type="text" value="N/A"/></p> <p><b>Continuing Professional Development</b></p> <p><b>Status</b> <input type="text" value="Compliant"/></p> <p><b>Year Effective Date</b> <input type="text" value="01/04/2025"/></p>	
--	---	--

**Preferred Contact Details**

**Email**

**Mobile**

**Telephone**

Complete or update your details in the fields provided. Click **Save** to save your details.

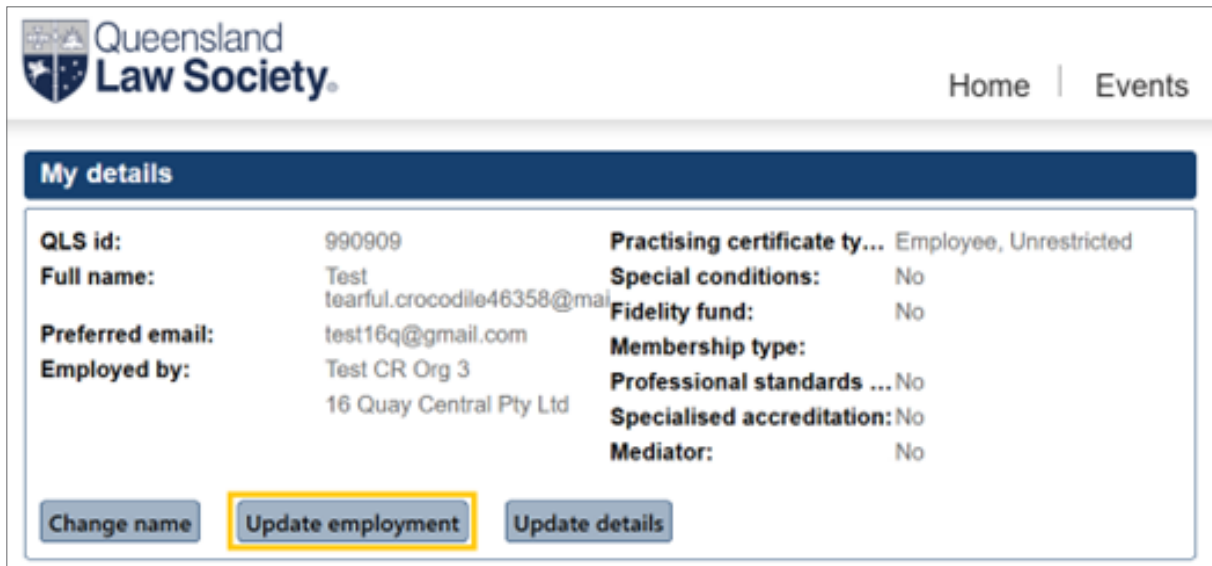
Navigate through the left-hand menu to check and update your details.

View and update your details including your employment, education, professional development and personals details.

<b>About Me</b>	Prefix Select	Gender Female	<b>Current Status</b>  QLS Number 216109  Practising Certificate Type Employee Practising Certificate  Membership Type —  Limitation of Liability N/A  Continuing Professional Development  Status Compliant  Year Effective Date 01/04/2025
Personal Contact Details	First Name Applicant 0	Preferred Pronoun Select	
Communication Preferences	Middle Name JL	Preferred Name	
Cultural	Last Name Test <b>Update Name</b>	Date of Birth 01/01/1990	
Admissions & Academia	Post Nominal Select	Goods and services tax (GST) is payable on my purchases as they are consumed in Australia. GST Payable	
Employment & Committees	<b>Preferred Contact Details</b>		
Professional Development	Email qlstest16@outlook.com		
Areas of Law	Mobile		
Subscriptions	Telephone		
Change Request	Provide a telephone		
Documents	<b>Save</b>		

## 2. Update your employment

Navigate to **My Details** on the Home page and click **Update employment**.



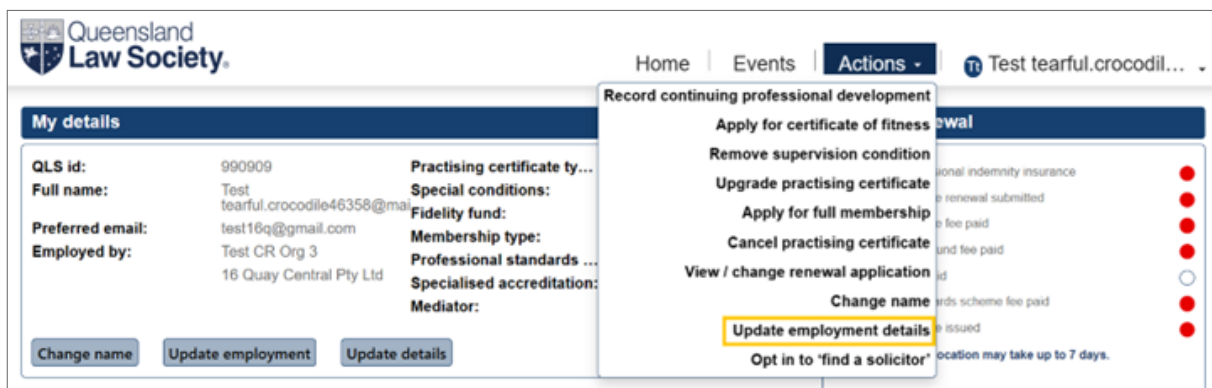
Queensland Law Society. Home | Events

**My details**

<b>QLS id:</b>	990909	<b>Practising certificate ty...</b>	Employee, Unrestricted
<b>Full name:</b>	Test tearful.crocodile46358@mail	<b>Special conditions:</b>	No
<b>Preferred email:</b>	test16q@gmail.com	<b>Fidelity fund:</b>	No
<b>Employed by:</b>	Test CR Org 3 16 Quay Central Pty Ltd	<b>Membership type:</b>	
		<b>Professional standards ...</b>	No
		<b>Specialised accreditation:</b>	No
		<b>Mediator:</b>	No

[Change name](#) [Update employment](#) [Update details](#)

Alternatively, click on the top **Actions** menu item and select **Update employment details** from the dropdown.



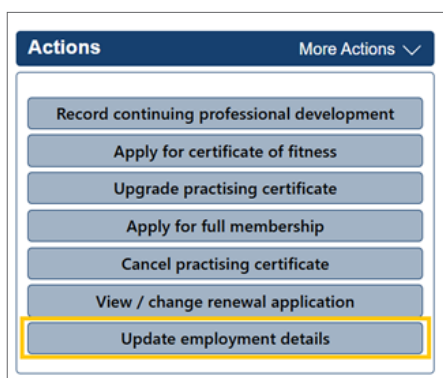
Queensland Law Society. Home | Events | **Actions** | Test tearful.crocodil...

**My details**

<b>QLS id:</b>	990909	<b>Practising certificate ty...</b>	
<b>Full name:</b>	Test tearful.crocodile46358@mail	<b>Special conditions:</b>	
<b>Preferred email:</b>	test16q@gmail.com	<b>Fidelity fund:</b>	
<b>Employed by:</b>	Test CR Org 3 16 Quay Central Pty Ltd	<b>Membership type:</b>	
		<b>Professional standards ...</b>	
		<b>Specialised accreditation:</b>	
		<b>Mediator:</b>	

[Change name](#) [Update employment](#) [Update details](#)

- Record continuing professional development
- Apply for certificate of fitness
- Remove supervision condition
- Upgrade practising certificate
- Apply for full membership
- Cancel practising certificate
- View / change renewal application
- [Update employment details](#)
- Opt in to 'find a solicitor'



**Actions** More Actions ▾

- Record continuing professional development
- Apply for certificate of fitness
- Upgrade practising certificate
- Apply for full membership
- Cancel practising certificate
- View / change renewal application
- [Update employment details](#)

If you have a notification to **Check and update your details**, you can select **Update employment** from the notification.

**Check and update your details** **Due date: 30 Apr 2026**

In preparation for the 2026-27 renewals period, please check your personal and employment information to ensure it is correct. You can find this information in the 'My details' section.


If you need to update your details, please select from the options below.

Once you have checked and updated your details please click on the "Close notification" button below.

If you require any assistance with updating your details, please contact QLS's Records and Member Services team on 1300 367 757 or email [records@qls.com.au](mailto:records@qls.com.au).

[Change name](#) [Update employment](#) [Update details](#) [Close notification](#)

This will take you to the **Submit changes to QLS** page. Click on the **Update Employment** button.

 Home | Events | Actions - | 🔔 Test tearful.crocodil... ▾

---

### Submit changes to QLS

You can submit the following requests to the QLS Records & Member Services team below:

- Change in Name
- Update Employment (Queensland Practising Certificate holders only)

Changes submitted below will be reviewed and you will receive an email once approved.

Please note during the renewal period you will not be able to proceed with your renewal application until the change has been updated by QLS. Due to high volumes of enquiries during this time delays may be experienced.

If you are not a Queensland Practising Certificate holder, please email [records@qls.com.au](mailto:records@qls.com.au) for employment updates.

For any other changes please email QLS Records & Member Services team at [records@qls.com.au](mailto:records@qls.com.au).

[📄 Changes in Progress ▾](#) [📄 Update Employment](#) [👤 Change of Name](#)

Request Type	Message from QLS Records	Status	Created On ↓	Submitted On
There are no records to display.				

## 2.1. Current employment tab

The **Current employment** tab outlines your current employment and identifies your primary employer.

Click **Close** to exit the change request.

Click **Next** to proceed to the **Update employment** tab.

### New Employment Change Request

Current employment Update employment Primary employer

Your current employment details are displayed below.

#### Current Employment

Employer	Location	Regulated Position	Work contact details	Proposed End Date
Test Corporation ★ (Primary Employer)	Nambour Queensland	Employed Solicitor	e: yodalix457@fanlvr.com	
Advance Family Law	Biggera Waters Queensland	Employed Solicitor		

Click **Next** if you need to update your current employment details:

- Add new employment
- End current employment
- Change your primary employer

Click **Close** if no changes to your current employment are required.

Close Next

## 2.2. Update employment tab

The **Update employment** tab allows you to add an employment and end an employment.

If you have a new employment that is not listed, click the **Add Employment** button.

If the employment listed is no longer current, click the **End** button and enter your end date.

### New Employment Change Request

Current employment ✓ Update employment Primary employer

#### Current Employment

If you have new employment that is not listed below, click on the **Add Employment** button.

If the employment listed below is no longer current, click on the **End** button and enter your end date.

You will be able to update primary employer in the next page.

[+ Add Employment](#)

Employer	Location	Regulated Position	Work contact details	Proposed End Date	Action
Test Corporation ★ (Primary Employer)	Nambour Queensland	Employed Solicitor	e: yodalix457@fanlv.com		<a href="#">+ End</a>
Advance Family Law	Biggera Waters Queensland	Employed Solicitor			<a href="#">+ End</a>

Click **Next** to select your Primary Employer and submit your employment change.

[Save and Continue Later](#) [Next](#)

## 2.2.1. Adding employment

You can add a new employer by selecting **Add Employment**.

### New Employment Change Request

Current employment ✓ Update employment Primary employer

**Current Employment**

If you have new employment that is not listed below, click on the **Add Employment** button.

If the employment listed below is no longer current, click on the **End** button and enter your end date.

You will be able to update primary employer in the next page.

**+ Add Employment**

Employer	Location	Regulated Position	Work contact details	Proposed End Date	Action
Test Corporation ★ (Primary Employer)	Nambour Queensland	Employed Solicitor	e: yodalix457@fanlvr.com		+ End
Advance Family Law	Biggera Waters Queensland	Employed Solicitor			+ End

Click **Next** to select your Primary Employer and submit your employment change.

Save and Continue Later Next

You must perform a **search** of existing organisations (employers) by entering:

- Organisation Name (mandatory)
- City / Suburb (optional)

Click **Search** to generate a list of available organisations to select from.

### + Add Employment

Employer Details

#### Search Organisation

Name \*  You must enter at least 4 characters before you click Search

City/Suburb

**Search**

Select one matching employer from the result below by checking the box. If your employer does not exist, please tick Employer not found in the list.

Name	Branch Type	Organisation Type	City/Suburb
No data available in table			

**Next**

You can select an existing organisation from the list by clicking the checkbox next to the organisation name. Then scroll down and click **Next**.

### + Add Employment

Employer Details

#### Search Organisation

Name \*

City/Suburb

**Search**

Select one matching employer from the result below by checking the box. If your employer does not exist, please tick Employer not found in the list.

Name	Branch Type	Organisation Type	City/Suburb
<input checked="" type="checkbox"/> _TEST ONLY DO NOT USE	Head Office	Incorporated Legal Practice	Brisbane, Queensland
<input type="checkbox"/> Champion Contested Wills	Head Office	Incorporated Legal Practice	Edgecliff, New South Wales
<input type="checkbox"/> Contested Will and Estate Lawyers	Head Office	Incorporated Legal Practice	Toowoomba, Queensland
<input type="checkbox"/> Contested Wills & Probate Lawyers	Head Office	Incorporated Legal Practice	Brisbane, Queensland

You can then enter your employment details, including your **Position** and **Contact information**.

Click **Submit** to save your details.

### + Add Employment

Employer Details

#### Employer Details

Please enter your employment details at  
\_TEST ONLY DO NOT USE

#### Position

\* Regulated Position

Position Title

\* Date of Commencement

Date cannot be prior to the commencement of your current practising certificate and cannot be a future date. Please complete the change of employment on or after the commencement date.

#### Contact Information

Work Email  
  
Do not use personal email

Work Mobile  
  
Do not use personal mobile

Work Telephone  
  
Do not use personal telephone

Previous Submit

### Unable to find your employer?

If you are unable to find your employer, tick the **My employer is not on the list above** checkbox and click **Next**.

#### + Add Employment ×

Name \*

City/Suburb

Select one matching employer from the result below by checking the box. If your employer does not exist, please tick Employer not found in the list.

	Name	Branch Type	Organisation Type	City/Suburb
<input type="checkbox"/>	Test LAQ	Head Office	Legal Aid Queensland	Nambour, Queensland
<input type="checkbox"/>	Test Law Firm	Head Office	Law Firm	Beenleigh, Queensland
<input type="checkbox"/>	Test Law Firm Branch	Branch / Department	Law Firm	Brisbane, Queensland
<input type="checkbox"/>	Test MDP	Head Office	Multi-Disciplinary Practice	Brisbane
<input type="checkbox"/>	Test only 2 Branch	Branch / Department	Corporation	

My employer is not on the list above

You can then enter the following details:

- Employer details
- Street address
- Position
- Contact information (work)

### ➕ Add Employment

#### Employer Details

Please enter your employment details

\* Organisation Name

\* Firm Type

#### Street Address

\* Address Format

\* Country

Department

Building Name

Floor & Unit

\* Street Address

\* City / Suburb

\* State / Territory

\* Postcode

#### Position

\* Regulated Position

Position Title

\* Date of Commencement

Date cannot be prior to the commencement of your current practising certificate and cannot be a future date. Please complete the change of employment on or after the commencement date.

#### Contact Information

Work Email

Do not use personal email

Work Mobile

Do not use personal mobile

Work Telephone

Do not use personal telephone

Once all mandatory fields are completed, click **Submit** to save your employment details.

## 2.2.2. Ending existing employment

To end an existing relationship, click the **End** button next to the relevant employer details.

### New Employment Change Request

Current employment ✓    Update employment    Primary employer

#### Current Employment

If you have new employment that is not listed below, click on the **Add Employment** button.  
If the employment listed below is no longer current, click on the **End** button and enter your end date.  
You will be able to update primary employer in the next page.

[+ Add Employment](#)

Employer	Location	Regulated Position	Work contact details	Proposed End Date	Action
Test CR Org 3 ★ (Primary Employer)	BRISBANE Queensland	Employed Solicitor	e: test123@gmail.com m: 38425955 p: 0733644235		<a href="#">+ End</a>

You must then enter the **Proposed End Date** for this employment relationship.

### Please note:

- The end date cannot be in the future.
- The end date entered or selected cannot be before the employment start date.

### End Relationship

#### Employment Details

**Organisation:** Test ABC Law Firm  
**Regulated Position:** Employed Solicitor  
**Effective Date:** 01 September 2025

**Proposed End Date**

End Date:

[Save](#) [Cancel](#)

### 2.2.3. Modifying existing employment relationship changes

Any **Relationships Ended** or **Relationships Started** in the change request will be displayed on the employment table.

You can edit the employment details by clicking on the **Edit** button.

You can clear the proposed end date from a relationship that you ended in this change request by clicking **Clear**.

You can delete a new employment record that was added in this change request by clicking **Delete**.

#### Edit Employment Change Request

Current employment ✓ Update employment Primary employer

**Current Employment**

If you have new employment that is not listed below, click on the **Add Employment** button.

If the employment listed below is no longer current, click on the **End** button and enter your end date.

You will be able to update primary employer in the next page.

[Add Employment](#)

Employer	Location	Regulated Position	Work contact details	Proposed End Date	Action
Test ABC Law Firm		Employed Solicitor	e: test@gmail.com	11 February 2026	<a href="#">Edit</a> <a href="#">Clear</a>
QLS Corporation Test		Employed Solicitor	e: test@gmail.com m: 0422222222		<a href="#">Edit</a> <a href="#">Delete</a>

Click **Next** to select your Primary Employer and submit your employment change.

[Previous](#) [Save and Continue Later](#) [Next](#)

Selecting **Next** proceeds to the **Primary employer** tab.

Selecting **Save and Continue Later** will save any details already recorded in the change request. You can then access the change request from the **Update employment** page.

#### Submit changes to QLS

You can submit the following requests to the QLS Records & Member Services team below:

- Change in Name
- Update Employment (Queensland Practising Certificate holders only)

Changes submitted below will be reviewed and you will receive an email once approved.

**Please note:** during the renewal period you will not be able to proceed with your renewal application until the change has been updated by QLS. Due to high volumes of enquiries during this time, delays may be experienced.

If you are not a Queensland Practising Certificate holder, please email [records@qls.com.au](mailto:records@qls.com.au) for employment updates.

For any other changes please email QLS Records & Member Services team at [records@qls.com.au](mailto:records@qls.com.au).

[Change of Name](#)

[Changes in Progress](#)

Request Type	Message from QLS Records	Status	Created On ↓	Submitted On
Update Employment		Submitted	11/02/2026 2:05 PM	11/02/2026 2:11 PM

## 2.3. Primary employer tab

The **Primary employer** tab outlines all existing employment relationships (including any proposed ended relationships).

### Edit Employment Change Request

Current employment ✓ Update employment ✓ Primary employer

#### Current Employment

Employer	Location	Regulated Position	Work contact details	Proposed End Date
Test ABC Law Firm		Employed Solicitor	e: test@gmail.com	11 February 2026
QLS Corporation Test		Employed Solicitor	e: test@gmail.com m: 0422222222	

#### Primary Employer

Choose your primary employer

QLS Corporation Test

If your primary employer is not listed, click on Previous button and add your new employment detail.

#### Supporting Documentation

Documents must be less than 10Mb and in .doc, .pdf, .bmp or .jpg format.

If you are a principal or director of an ILP and you have added or ended employment details then you must provide a copy of historical ASIC extract(s) confirming date of change in office holding.

If you need to obtain supporting documents, click Save and Continue Later. To return to the employment change request, click on Update employment from the myQLS Home page.

If you do not need to upload documents, click Submit.

[Add files](#)

There are no folders or files to display.

#### Confirmation

You must ensure the employment details above are correct before clicking Submit.

Click Previous to return and make changes.

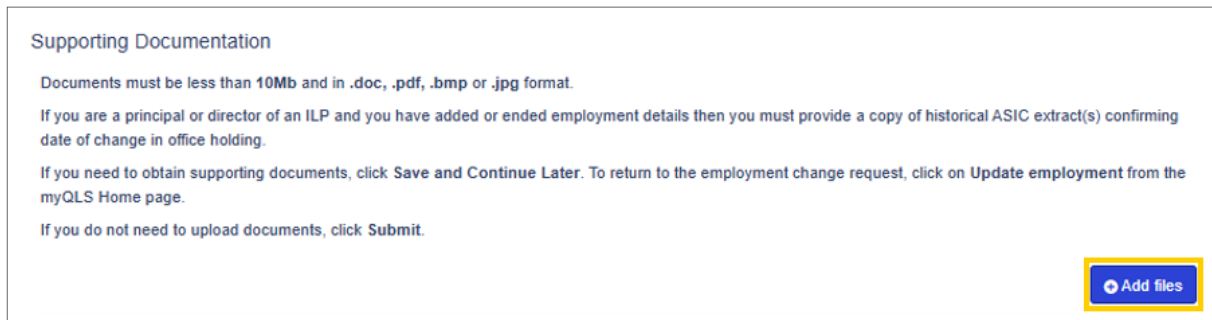
[Previous](#) [Save and Continue Later](#) [Submit](#)

You can select a primary employer from the dropdown list. This will not include any employers ended in this change request.



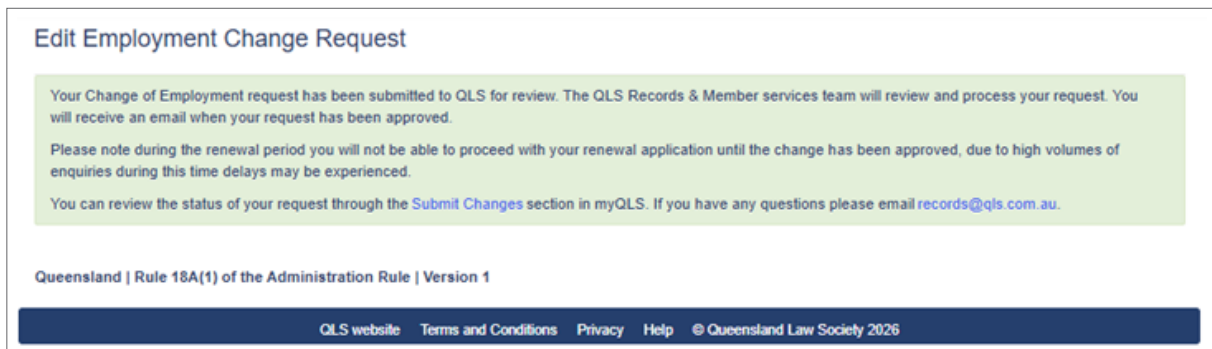
The screenshot shows a form section titled "Primary Employer". Below the title is a label "Choose your primary employer" followed by a dropdown menu. The dropdown menu is currently set to "Select" and is open, showing a list of options. The first option is "Select" and the second option is "QLS Corporation Test".

You can also upload supporting documents if required by clicking **Add files**.



The screenshot shows a form section titled "Supporting Documentation". Below the title is a label "Documents must be less than 10Mb and in .doc, .pdf, .bmp or .jpg format." followed by three paragraphs of text. The first paragraph states: "If you are a principal or director of an ILP and you have added or ended employment details then you must provide a copy of historical ASIC extract(s) confirming date of change in office holding." The second paragraph states: "If you need to obtain supporting documents, click **Save and Continue Later**. To return to the employment change request, click on **Update employment** from the myQLS Home page." The third paragraph states: "If you do not need to upload documents, click **Submit**." In the bottom right corner of the section, there is a blue button with a white plus icon and the text "Add files".

Once completed, click **Submit** to finalise your change request.



The screenshot shows a confirmation page titled "Edit Employment Change Request". Below the title is a green box containing three paragraphs of text. The first paragraph states: "Your Change of Employment request has been submitted to QLS for review. The QLS Records & Member services team will review and process your request. You will receive an email when your request has been approved." The second paragraph states: "Please note during the renewal period you will not be able to proceed with your renewal application until the change has been approved, due to high volumes of enquiries during this time delays may be experienced." The third paragraph states: "You can review the status of your request through the [Submit Changes](#) section in myQLS. If you have any questions please email [records@qls.com.au](mailto:records@qls.com.au)." Below the green box is a footer section with the text "Queensland | Rule 18A(1) of the Administration Rule | Version 1" and a dark blue bar containing the text "QLS website Terms and Conditions Privacy Help © Queensland Law Society 2026".

Your employment change request will then be processed by QLS and you will receive an email confirming when the change has been approved.

**Please note:** any changes to employment must be processed by QLS **before** starting your renewal application.

For any questions, please contact the QLS Records and Member Services team on **1300 367 757** or email [records@qls.com.au](mailto:records@qls.com.au).

### 3. Change of name

**Please note:** you will need supporting documentation to complete a change of name request.

Navigate to **My Details** on the Home page and select **Change name**.

**My details**

<b>QLS id:</b>	991274	<b>Practising certificate ty...</b>	No PC,
<b>Full name:</b>	CoEUAT4 JL CoEUAT_Test4	<b>Special conditions:</b>	No
<b>Preferred email:</b>	yodalix457@fanlvr.com	<b>Fidelity fund:</b>	No
<b>Employed by:</b>		<b>Membership type:</b>	Student
		<b>Professional standards ...</b>	No
		<b>Specialised accreditation:</b>	No
		<b>Mediator:</b>	No

**Change name**   **Update employment**   **Update details**

Alternately, click on the Actions menu item and select Submit Changes.

cc CoEUAT4 CoEUAT... ▾

**Profile**

- See Applications
- Submit Changes**
- Sign out

Documents

ation Summary v1  
211601.pdf

If you have a notification to **Check and update your details**, you can select **Change name** from the notification.

**Check and update your details** **Due date: 30 Apr 2026**

In preparation for the 2026-27 renewals period, please check your personal and employment information to ensure it is correct. You can find this information in the 'My details' section.

If you need to update your details, please select from the options below.

Once you have checked and updated your details please click on the "Close notification" button below.

If you require any assistance with updating your details, please contact QLS's Records and Member Services team on 1300 367 757 or email [records@qls.com.au](mailto:records@qls.com.au).

**Change name**   **Update employment**   **Update details**   **Close notification**

This will take you to the **Submit changes to QLS** page. Click on the **Change of Name** button.

Alternatively, you will be directed straight to the **Request** tab.

### Submit changes to QLS

You can submit the following requests to the QLS Records & Member Services team below:

- Change in Name
- Update Employment (Queensland Practising Certificate holders only)

Changes submitted below will be reviewed and you will receive an email once approved.

**Please note:** during the renewal period you will not be able to proceed with your renewal application until the change has been updated by QLS. Due to high volumes of enquiries during this time, delays may be experienced.

If you are not a Queensland Practising Certificate holder, please email [records@qls.com.au](mailto:records@qls.com.au) for employment updates.

For any other changes please email QLS Records & Member Services team at [records@qls.com.au](mailto:records@qls.com.au).

[Changes In Progress -](#) [Update Employment](#) [Change of Name](#)

Request Type	Message from QLS Records	Status	Created On ↓	Submitted On
There are no records to display				

### 3.1. Request tab

The **Request** tab outlines your current details and allows you to enter your new name.

#### Change in name

Notify the Society within 14 days if you change any of your personal details you used on your last application for grant or renewal of practising certificate. This request will be submitted to QLS for review.

Request Documents

#### Please enter your new name

Please enter your updated name.

Prefix

First Name

Middle Name

Last Name

Gender

#### Current Details

First Name

Middle Name

Last Name

#### Change Details

Date of Change

Change Reason

Reason (Other)

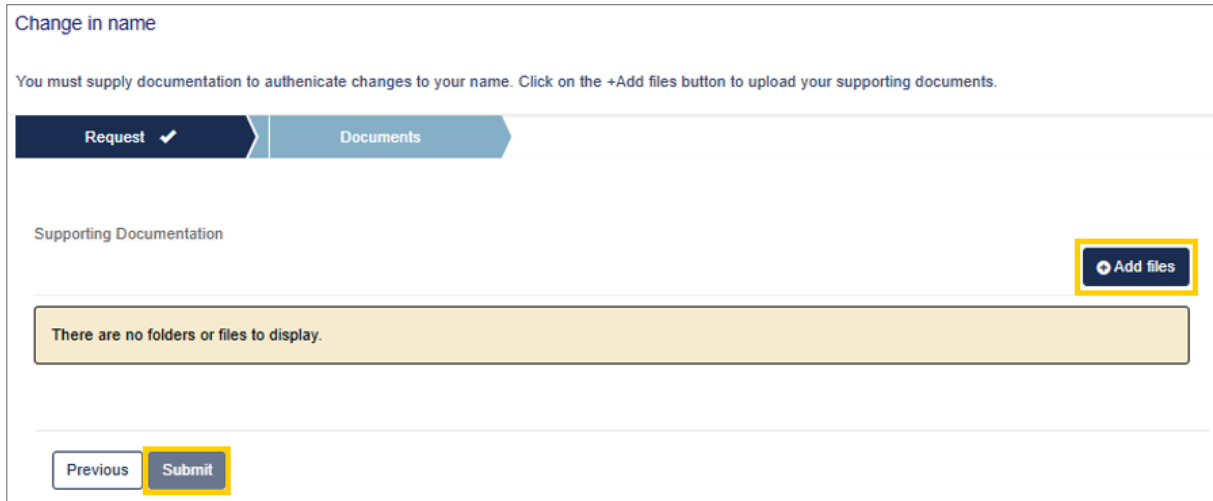
Click **Next** to proceed to the **Documents** tab.

### 3.2. Documents tab

You must add any supporting documentation authenticating your change of name in the **Documents** tab.

Click **Add files** to select the document or file to upload. Accepted file formats: PDF, docx, jpg, and bmp.

Uploaded documents will appear in a list on this tab.



The screenshot shows a web interface for a 'Change in name' request. At the top, there are two tabs: 'Request' (with a checkmark) and 'Documents'. Below the tabs, a message states: 'You must supply documentation to authenticate changes to your name. Click on the +Add files button to upload your supporting documents.' Underneath, there is a section titled 'Supporting Documentation' with a yellow box around the '+ Add files' button. A large yellow box below this contains the text 'There are no folders or files to display.' At the bottom of the interface, there are two buttons: 'Previous' and 'Submit', with the 'Submit' button highlighted with a yellow box.

Click **Submit** when all documents have been uploaded.

Your change in name request will then be processed by QLS and you will receive an email confirming when the change has been approved.

For any questions, please contact the QLS Records and Member Services team on **1300 367 757** or email **records@qls.com.au**.