



Enrolling a name change in the Royal Courts of Justice

What is a deed poll?

If you wish to legally change your name, or your children's names, you can use the Deed Poll process.

By Deed Poll, you can officially change any part or your entire name. For example, you can change your forenames, surname (or both), add names, remove names, and change the spelling of your names. You can change your name by Deed Poll as often as you want, at any time and for any reason provided it is not for deceptive or fraudulent purposes.

Enrolling a Deed Poll provides a public record of a person's name as the details of the name change are published in the London Gazette online.

Deed Polls that have been enrolled at the Royal Courts of Justice in London remain with us for five years. After which, they can be found at the National Archives.

What you need – adults

- LOC020 – Change of Name Deed for an Adult Form (DEED POLL)
- LOC021 – Statutory Declaration for an adult
- LOC025 – Notice for the London Gazette for an adult

What you need – minors (aged under 18) – permission from both parents/guardians required

- LOC022 – Change of Name Deed for a Minor (DEED POLL)
- LOC023 – Suggested form of Affidavit of Best Interest
- LOC024 – Statutory Declaration for a Minor
- LOC026 – Notice for the London Gazette for a Minor

The fee

| | |
|------------------------|----------------------|
| Court Enrolment Fee | £10.00 |
| Advertisement Charge | £28.44 (incl. VAT) |
| Copy of London Gazette | <u>£4.00</u> |
| TOTAL | <u>£42.44</u> |

Cheques, Postal Orders or Bankers Draft should be made payable to 'HMCTS'.

You can pay via cash or credit/debit card if you come to the Court in person.

What if I am divorced?

If you wish to return to your Maiden name after a divorce you only need to take your divorce papers to your bank, place of work, passport office etc. rather than change your name.

What if I am adopted?

If you are adopted and you wish to change your name you need to have your adoption papers.

Whose permission do I need?

If you are married you need the written consent of your husband or wife. It should state that there are no objections for you to change your name from 'X' to 'Y'. This can be in the form of a letter.

If you are a minor (under the age of 18) then you need the written consent from all of those people who have 'Parental Responsibility' for you. The court will also require permission from minors between the age of 16-18, that they are aware and give consent to the name change.

What if I was born in Scotland?

You must contact the Scottish Courts to arrange a change of name under their procedures.

What if I am living in Scotland, but was born in England?

You may do your Deed Poll with us. You should apply to the:

Queens Bench Division
Action Department
Room E15
Royal Courts of Justice
Strand
London WC2A 2LL

Guidance on completing the forms

Below is some of the information you will need to complete the forms

What section am I in accordance with the British Nationality Act 1981?

If you were born in the United Kingdom the section that applies varies depending on your age.

- If you were born on or after January 1st 1983 and a British Citizen the Section relevant to the applicant is Section 1 (1)
- If you are a person who at December 31st 1982 was a Citizen of the United Kingdom and Colonies and had the right to reside in the United Kingdom under the Immigration Act 1971 the relevant section is Section 11 (1)

If you were born outside of the United Kingdom and in any of the following countries the relevant section will be Section 37 (1) – For the list of Countries See page 4

Deed poll – for both adult and minors

The Deed Poll must be completed by the applicant.

You must have two separate witnesses – These witnesses must sign and print their name.

Statutory declaration

A Statutory Declaration is a sworn document, which declares in writing that the applicant is who the Deed and the relevant Exhibits refer to.

There is a set format for which all applicants must follow.

The Statutory Declaration **for adults must** be completed by:

- A person who is not a near relative of yours or your spouse or civil partner
- A Commonwealth or British Citizen (as defined above)
- A person who has known you for no less than 10 years
- A house holder (this is required to prove the person is a permanent resident within the United Kingdom).

The Statutory Declaration **for minors must** be completed by the above described Declarant. However they **must**:

- Declare how long they have known the person with parental responsibility, which must be for no less than 10 years, and also how long they have known the Minor.

What happens if the applicant has known no-one for 10 years?

If you have not known anyone for 10 years or more, an additional Affidavit must be included, which explains the reasons why. This will then be referred to the Senior Master for permission to enrol the change of name.

The administration of the oath

This is where the Declarant (person declaring) swears on a Holy Book or gives an Affirmation (where a statement of fact is carried out). This must be carried out before a Solicitor, Commissioner for Oaths or an Officer of the Senior Courts.

What are exhibits and what must be exhibited to the statutory declaration?

An Exhibit is a document produced in a Court of Law and defined as a piece of evidence. The Court needs Exhibits as proof of who you are. The Court requires copies of documents that are exhibited to the Statutory Declaration by way of Exhibit.

Exhibited to the Statutory Declaration must be:

- **Exhibit A:** A copy of the Deed Poll
- **Exhibit B:** Evidence of British Citizenship, i.e. Birth Certificate or Passport or Certificate of Naturalisation
- **Exhibit C:** Marriage Certificate (if applicable) (Must state on the Statutory Declaration)

Exhibit sheets are required with the correct wording for example:

"This is the Exhibit marked '**A**' referred to in the Declaration of
[enter statutory declarant's name (the person who has known you for 10 or more years)]
declared before me
[enter name of solicitor/commissioner/court officer]
this [day] day of [month] in the year [year]."

The person administering the declaration on the exhibit **must** be the same person who Administered the Oath or Affirmation for the Statutory Declaration. This is in accordance with the Commissioner for Oaths Act.

Notice for the London Gazette

The Notice for the London Gazette is mandatory when enrolling a Deed through the High Court. The Notice must be drafted by you. The London Gazette is a Publication that evidences the Change of Name through the High Court.

Affidavit of best interest

An Affidavit of Best Interest is required **for all minor's** applications. There is no set format for this document however it is required that the person or persons with parental responsibility complete this and it is sworn before a Solicitor, Commissioner of Oaths or an Officer of the Senior Courts.

The Affidavit of Best Interest should state the reason or reasons why it is in the Minor's best interest to change their name.

All applications for change of name of a minor are referred to the senior master for permission to enrol.

What happens when the court receives your application for deed poll?

The Court checks all the documentation to ensure that it follows the correct format. We will have to return it if it is incorrect.

Once its is ready to process we seal the original Deed Poll and allocate it a number, which will be displayed in a round seal on the Deed. The Court forwards the draft notice to the London Gazette, which is then published at their earliest convenience. You will receive a copy of the published notice.

The original Sealed Deed is returned to you as your proof of change of name. You are free to notify any other bodies and provide them with the evidence they require.

Contact Details

For Deed Poll enquiries:

Enforcement Section Manager
Room E15
Queen's Bench Division
Action Department
The Royal Courts of Justice
STRAND
LONDON
WC2A 2LL

Phone: 020 3936 8957 (option 5)

Email: qbenforcement@justice.gov.uk

Email is for queries only – **we cannot accept the Deed Poll via email**

| | | |
|--|---|---|
| For Deed Polls in Scotland: Change of Name Unit General Register Office New Register House Edinburgh SCOTLAND Phone: 0131 535 1314 | For The National Archives: The National Archives Kew Richmond Surrey TW9 4DU Phone: +44 (0)20 8876 3444 | The London Gazette enquires: PO Box 3584 Norwich NR7 7WD Phone: +44 (0)333 200 2434 |
|--|---|---|

Commonwealth citizens

If you were born outside of the United Kingdom and in any of the following countries the relevant section will be **Section 37 (1)**

The following Countries are those recognised as being incorporated in the Commonwealth.

| | | | |
|---------------------|------------------------|-----------------------------|-------------------|
| Antigua and Barbuda | Ghana | Namibia | South Africa |
| Australia | Grenada | Nauru | Sri Lanka |
| The Bahamas | Guyana | New Zealand | Swaziland |
| Bangladesh | India | Nigeria | Tanzania |
| Barbados | Jamaica | Pakistan | Tonga |
| Belize | Kenya | Papua New Guinea | Trinidad & Tobago |
| Botswana | Kiribati (Republic of) | St Christopher & Nevis | Tuvalu |
| Brunei | Lesotho | St Lucia | Uganda |
| Canada | Malawi | St Vincent & The Grenadines | Vanuatu |
| Cyprus | Malaysia | Seychelles | Western Samoa |
| Dominica | Maldives | Sierra Leone | Zambia |
| Fiji | Malta | Singapore | Zimbabwe |
| The Gambia | Mauritius | Soloman Islands | |

There are other sections for the British Nationality Act 1981 however these are the most common.

Deed Poll Checklist

Before returning your documents please make sure you have completed the correct forms and included the fee.

| Adults | | | |
|--------|------------------------------|--|--|
| LOC020 | Deed Poll | Fully completed | <input type="checkbox"/> |
| LOC021 | Statutory Declaration | Completed by the Declarant and sworn before either solicitor, Commissioner of Oaths or a Senior Court officer. Ensure all relevant documents are exhibited and attached (Copy of citizenship, marriage certificate and letter of consent from partner if applicable). | <input type="checkbox"/> <input type="checkbox"/> |
| LOC025 | Notice to the London Gazette | Fully completed | <input type="checkbox"/> |
| | | | The fee <input type="checkbox"/> |

| Minor | | | |
|--------|-----------------------------------|--|---|
| LOC022 | Minor Deed Poll | Fully completed | <input type="checkbox"/> |
| LOC023 | Affidavit of Best Interest | Completed by parent(s) and sworn before either solicitor, Commissioner of Oaths or a Senior Court officer. | <input type="checkbox"/> |
| LOC024 | Statutory Declaration for a Minor | Completed by the Declarant and sworn before either solicitor, Commissioner of Oaths or a Senior Court officer. | <input type="checkbox"/> |
| LOC026 | Notice to the London Gazette | Fully completed | <input type="checkbox"/> |
| | | | The fee <input type="checkbox"/> |



Deed poll

LOC020
05.15

CHANGE OF NAME DEED intended for enrolling in the Central Office of the Senior Courts of England and Wales

Date the deed is made

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| D | D | / | M | M | / | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|---|---|

Your **new name** in full

Your address

Your old name

Status

- Single Married/Civil Partnership
- Widowed Divorced/Civil Partnership dissolved
-
- British Citizen British Dependent Territories Citizen
- Commonwealth Citizen

Under section _____ of the British Nationality Act 1981

**WITNESSES AND IT IS
HEREBY DECLARED**

on behalf of myself

I ABSOLUTELY

and entirely renounce relinquish and abandon the use of my old name and assume adopt and determine to take and use from the date of this Deed my new name in substitution for my old name.

I SHALL

at all times from this date in all records documents and other writings and in all actions and proceedings as well as in all dealings and transactions and on all occasions use my new name in substitution for my old name. I

- and my wife and my husband
- and my civil partner and my children
- and I alone

may after this be called known or distinguished not by the old name but by the new name.

I AUTHORISE

and require all persons at all times to designate and address me by my adopted new name.

IN WITNESS

“Notwithstanding the decision of Mr Justice Vaisey in *Re: Parrott, Cox v Parrott*, the applicant desires the enrolment to proceed”

I have subscribed my adopted and substituted

forename(s) surname(s)

of **(NEW NAME)**

and also my said old

forename(s) surname(s)

of **(OLD NAME)**

the day and first year above written.

Signed as a Deed and delivered

(NEW NAME SIGNATURE)

By the above named

(NEW NAME)

Formerly known as

(OLD NAME)

(OLD NAME SIGNATURE)

In the presence of

WITNESS

Name

Signature

Address

Occupation

WITNESS

Name

Signature

Address

Occupation

Deed poll

LOC021

06.15

STATUTORY DECLARATION FOR AN ADULT

This form must be completed by a person who has known the applicant (the person changing their name) for 10 years or more, is not related to the applicant or their partner; is a Commonwealth or British citizen and is a home owner - See page 2 of guidance notes.

Declarant's name

Declarant's home address

Occupation

I do solemnly and sincerely declare as follows:

I AM British Citizen British Dependent Territories Citizen
 Commonwealth Citizen

Under section _____ of the British Nationality Act 1981

and a Home Owner residing at (DECLARANT'S HOME ADDRESS)

I HAVE for years and upwards known

(APPLICANT'S **NEW NAME**)

formerly known as
(APPLICANT'S **OLD NAME**)

who has executed the Deed now produced and shown to me marked "A" and whom I identify as the person referred to in the documents exhibited to this Declaration.

The certificate of
(NAME THE DOCUMENT SHOWN AS PROOF OF CITIZENSHIP)

Note: Please make sure that you enter the name of the same document in both boxes

now produced and shown to me and marked "B" is the Certificate of
(NAME THE DOCUMENT OF CITIZENSHIP)

continued over the page ➞

of the said
(APPLICANT'S **NEW NAME**)

formerly known as
(APPLICANT'S **OLD NAME**)

I declare from my personal knowledge of the said applicant's and of their change of name and I make this solemn Declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1835.

What to do next

Once you (the declarate) has completed this form you must take it to a solicitor, commissioner for oaths or an officer of the Senior Court for you to swear that the information given is true.

You will be charged a fee to do this.

DECLARED by the above named
(DECLARANT'S NAME)

at
(ADDRESS WHERE DECLARATION TOOK PLACE)

Dated

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| D | D | / | M | M | / | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|---|---|

Before me

Solicitor

Commissioner for Oaths

Officer of the Senior Court

Deed poll

Notice for the London Gazette on change of name for an adult

NOTICE is hereby given that a Deed Poll dated

| | |
|---|---|
| D | D |
|---|---|

 /

| | |
|---|---|
| M | M |
|---|---|

 /

| | | | |
|---|---|---|---|
| Y | Y | Y | Y |
|---|---|---|---|

and enrolled in the Senior Courts of England and Wales on (leave blank)

| | |
|---|---|
| D | D |
|---|---|

 /

| | |
|---|---|
| M | M |
|---|---|

 /

| | | | |
|---|---|---|---|
| Y | Y | Y | Y |
|---|---|---|---|

Applicant's new name

Applicant's address

- Single Married/Civil Partnership
 Widowed Divorced/Civil Partnership dissolved

British Citizen British Dependent Territories Citizen

Commonwealth Citizen

Under section _____ of the British Nationality Act 1981

Abandoned the name of (APPLICANT'S **OLD NAME**)

and assumed the name of (APPLICANT'S **NEW NAME**)

Dated

| | |
|---|---|
| D | D |
|---|---|

 /

| | |
|---|---|
| M | M |
|---|---|

 /

| | | | |
|---|---|---|---|
| Y | Y | Y | Y |
|---|---|---|---|

(If applicable, Solicitor's details)