

Checklist 3- *Change of Name*

Please tick each box in the checklist below to ensure you have all relevant documents.

- Completed passport application form. (C1 or C2). Applications signed with the signature **outside** the box will be **returned**.
- Completed your application form in full using black ink.
- Enclosed **TWO** identical passport sized photographs on a cream/off white background. Photographs not meeting standards required by the UK passport services will be **returned**.
- If your appearance is very different from the photo in your current or last passport (or under 12), you should get your form countersigned. See note below.
- Enclosed your existing passport. Photocopies are NOT acceptable.
- If you have changed your name by marriage/ civil union, we require the **original** marriage/civil union certificate.

If you have changed your name by divorce and wish to revert to your maiden name, we require your divorce certificate and your **original** full birth certificate.

If married within Australia or New Zealand- **This must be the certificate issued by the Registrars Office NOT the one handed to you on the day of service.** Otherwise we require an original Deed Poll or Change of name certificate.

If you have changed your name by usage, we require a completed statutory declaration.

Note : For those in the country for less than 2 years, on holiday or visiting, and don't know anyone, you can have your application & photo countersigned by a professional (Policeman, J.P., Lawyer etc) attesting to your likeness (not that they have known you for a period of time). An explanation of your circumstance should be made at section 7 C1 or Section 6 C2.

By completing this checklist and signing below, you confirm that you have enclosed all the relevant documentation and have prepared your application in accordance with this guideline.

FULL NAME: _____

Signed: _____

Date: _____