

Full account name

Case number

CFO account number

If more than one person has changed their name a form CF0301 must be completed for each person.

The change of name is for:

- | | |
|---|---|
| <input type="checkbox"/> me as litigation friend | complete question A, C and D . Then sign page 2 |
| <input type="checkbox"/> me as a deputy | complete question A, C and D . Then sign page 2 |
| <input type="checkbox"/> for protected beneficiary/Court of Protection client | complete question B, C and D . Then sign page 2 |
| <input type="checkbox"/> for a child under the age of 18 | complete question B, C and D . Then sign page 2 |

A. Litigation Friend/Deputy

What is your new name?

What is your old name?

B. On behalf of an adult or a child under 18

What is their new name?

What is their old name?

What is your name?

C. When did the name change?

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D. How did the name changed? You must attach a certified copy of the relevant document to this form.

- Marriage Deed poll Other (please specify)

continued overleaf 

How to contact the Court Funds Office

Customer Helpline

0300 0200 199

Email

enquiries@cfo.gov.uk

Address

Court Funds Office Court Funds Office
Sunderland DX 328004
SR43 3AB Sunderland 19

For full details of how your information is used please see our privacy notice at <https://www.gov.uk/government/collections/court-funds-office-forms> or contact CFO who will provide you with a copy.

Declaration

I declare that I am the person named in the attached document.

I am signing on behalf of the person named in the attached document.

If the person named is a child/protected beneficiary or Court of Protection client the Litigation Friend or Deputy must sign on their behalf.

Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Address	<input type="text"/>
Telephone no.	<input type="text"/>	Postcode	<input type="text"/>

Signature of witness

Your signature must be witnessed by a person before whom an affidavit may be sworn. See below for list of acceptable witnesses.

Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Address	<input type="text"/>
Occupation	<input type="text"/>	Postcode	<input type="text"/>
Telephone no.	<input type="text"/>		

List of acceptable witnesses

Commissioner for Oaths

Persons specified in the Legal Services Act 2007
(for example, a practicing solicitor)

Certain officials of the Senior Courts

A circuit judge or district judge

Any Justice of the Peace

Certain officials of any county court appointed by
the judge of that court for that purpose (please
contact your local court for more details)