



# 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 £4.00

**TOTAL** **£42.44**

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](mailto:qbenforcement@justice.gov.uk)

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

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

## 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"/>
<b>The fee</b>			<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"/>
<b>The fee</b>			<input type="checkbox"/>



# Deed poll

LOC022  
05.15

## MINOR'S 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

Name(s) of person(s) with parental responsibility  
and/or an appropriate order of the Court giving  
permission to change the child's name

Minor's **new name**

Minor's **old name**

The minor is  
single and aged

Status

- British Citizen       British Dependent Territories Citizen  
 Commonwealth Citizen

Under section \_\_\_\_\_ of the British Nationality Act 1981

### WITNESSES AND IT IS HEREBY DECLARED as follows:

**ON BEHALF OF  
THE MINOR**

I       we

entirely renounce relinquish and abandon the use of their old name and on their behalf assume  
adopt and determine to take and use from the date of this form the new name of the minor in  
substitution for their old name.

- 1) the new name will at all times, in all records, deeds, documents and other writings and in all  
actions and proceedings as well as in all dealings and transactions and on all occasions use and  
subscribe the minor's new name as their name in substitution for their old name
- 2) it is authorised and required that all persons at all times to designate and address the minor by  
the adopted new name and not by their old name
- 3) and further, determine to change the minor's name notwithstanding the decision of  
Mr. Justice Vaisey in *Re: Parrott, Cox v. Parrott*. (Strike out if not changing the minor's forename)

**Signed as a Deed and delivered by the parent(s)**

Parent's signature

Parent's signature

In the presence of  
**WITNESS**

Name

Signature

Address

Occupation

**WITNESS**

Name

Signature

Address

Occupation

# Deed poll

LOC023  
02.12

## Suggested form of AFFIDAVIT OF BEST INTEREST

Name

Address

I make Oath and say as follows:

I am the  Mother  Father

and legal guardian of (MINOR'S NEW NAME)

who is now or lately called (MINOR'S OLD NAME)

The minor is single and aged

On  D  D /  M  M /  Y  Y  Y  Y

I was married to  I formed a Civil Partnership with

and the minor's is  my  our child.

State the reason for  
minor's name being  
changed

There must be exhibits relating to the application to change the minor's name:

- 1) If either parent is widowed – attach death certificate
- 2) If parents are divorced – attach a final order of divorce/final order of dissolution and/or consent of ex-partner
- 3) If a parent wishes to marry another partner – consent of new partner and consent of ex-partner  
If the ex-partners consent cannot be provided you must give a reason why, which must be stated on this affidavit.

In this circumstance I submit that the Deed Poll of the minor is in their benefit and accordingly I ask that the application to enrol the said Deed Poll be granted.

Sworn at

The parent or parents must sign here

Solicitor's details

before me (SOLICITORS NAME)

Solicitor

Commissioner for Oaths

Officer of the Senior Court

# Deed poll

LOC024  
06.15

## STATUTORY DECLARATION FOR A DEED POLL FOR A MINOR

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

Declarant's name

Declarant's address

Occupation

### I do solemnly and sincerely declare as follows:

1. I am a  British Citizen  British Dependent Territories Citizen  
 Commonwealth Citizen

under section \_\_\_\_\_ of the British Nationality Act 1981  
and a home owner.

2. I have for \_\_\_\_\_ years known and been well acquainted with

(NAME OF MINOR'S PARENT(S))

who has executed the deed on behalf of the minor which is exhibited and shown to me marked "A".

3. I have known (MINOR'S NEW NAME)

formerly known as (MINOR'S OLD NAME)

for  years

4. The (NAME THE DOCUMENT SHOWN AS PROOF OF CITIZENSHIP)

now produced and shown to me and marked "B" is the document of citizenship of the minor.

5. The minor on whose behalf the deed marked "A" has been executed by the minor's parent(s) and the minor referred to in the document marked "B" are one and the same person.

6. I declare my personal knowledge of the MINOR.

7. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the statutory Declarations Act 1835.

**What to do next**

Once you (the declarant) 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

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Solicitor

Commissioner for Oaths

Officer of the Senior Court

# Deed poll

LOC026  
02.12

## Notice for the London Gazette on change of name for a minor

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
---	---	---	---

as person(s) having parental responsibility on behalf of (MINOR'S **NEW NAME**)

who is a child and single and a

- British Citizen       British Dependent Territories Citizen  
 Commonwealth Citizen

Under section \_\_\_\_\_ of the British Nationality Act 1981

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

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

Dated 

D	D
---	---

 / 

M	M
---	---

 / 

Y	Y	Y	Y
---	---	---	---

(If applicable, Solicitor's details)