# Adult Change of Name Deed Application Form

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| **Applicant’s Details** |
| Name of Applicant |  |
| Address |  |
| Email address |  |
| Telephone number (daytime) |  |

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| **Change of Name Deed Details** |
| Old Forename(s) |  |
| Old Surname |  |
| New Forename(s) |  |
| New Surname |  |
| Date of birth | ……/……/…………  |
| IMPORTANT- | You must be 18 or over and bring either a birth certificate or a certified English translation to your appointment. |
| Have you ever been known by any name other than the one on your birth certificate? | Yes / NoIf Yes you will need to bring evidence to your appointment (eg. marriage certificate, deed poll) |
| **Fees**: The Change of Name Deed costs **£75\***. If you require extra copies at the time of the appointment they are charged at **£15\*** each. We will take payment by credit/debit card at the time of booking. Please state in the box below how many you require. We will store a copy of your Change of Name Deed at the Register Office so that copies can be purchased at any time in the future should you require them. Copies issued from our repository will be charged at £21\* each. \*Please note fees increase on the 1st April each year |
| Additional Copies Required |  | Total Fee Payable  |  |

Please see overleaf for Terms and Conditions.

**Our Guarantee**

Our Change of Name Deed documents whilst being legally valid as un-enrolled deeds issued by solicitors are also suitable for enrolling with the Royal Courts of Justice if you wish to do so.

For further information about enrolling a Change of Name Deed visit www.gov.uk.

**‘Exceptions to our guarantee’**

Our guarantee **does not** apply in the following situations:

* If you are a foreign national.
* If your Deed Poll is not accepted by a government department, company or organisation outside the United Kingdom (British Embassies and British High Commissions overseas are considered part of the United Kingdom).
* If your Deed Poll for a child is not accepted because the record holder's parental consent requirements have not been met.
* If a record holder is unable to enter your name correctly on their computer system. For example, because your name includes modified Latin characters or your forename or surname is too short.
* If a record holder requires other documentary evidence that your name has been changed for "all purposes." For example, some financial institutions and the General Medical Council may want to see your passport in your new name before they will recognise your new name. Furthermore, the UK Identity and Passport Service (and British Embassies and British High Commissions overseas) may require evidence that you are using your new name for all purposes by presenting them with two or three documents in your new name.
* If you are detained under the Mental Health Act and your clinicians decide you do not have sufficient mental capacity to understand the significance and consequences of changing your name.
* If the UK Identity and Passport Service (IPS) deem your new name to be in breach of their inappropriate and temporary name change policy, which states IPS will not issue a passport in a name they consider temporary or contains a political statement; a string of words that will not normally be considered a name, or a trade-marked name.

**Terms and Conditions**

* All fees are non-refundable
* All appointments can be rescheduled once provided you give 48 hours or more notice. Any further changes will result in the full fee being charged again.
* Failure to attend your appointment will be considered a cancellation and as such no fees will be refunded.
* Birmingham Register Office will not be accountable for any discrepancies arising once the Change of Name Deed has been signed and witnessed. It is the applicant’s responsibility to ensure that the Change of Name Deed has been completed correctly.
* The information provided on this form will be held on file in accordance with the Data Protection Act 2018. The information will be used for the management of change of name applications and will not be divulged to anyone outside Birmingham City Council.

**I confirm that I have read the above information and have understood the ‘Exceptions to our guarantee’ and terms and conditions. I understand that the Change of Name Deed will be held securely at Birmingham Register Office, the information contained therein, will not be divulged to anyone outside of Birmingham City Council.**

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| Signature of applicant |  | Date |  |