

Changing your name

by making a name deed

Who do I contact to change my name?

Contact Rochdale Register Office for further information and to book an appointment.

Rochdale Register Office
Town Hall
Vicars Gate
Rochdale
OL16 1AB

Tel 01706 924783/4

Email register.office@rochdale.gov.uk

You will need to book an appointment to see a Registration Officer who will complete your Name Deed document.

You will be asked to show various original documents depending on your circumstances. These may include your birth certificate, passport, marriage certificate, decree absolute or partner's death certificate.

We will let you know what documents you need to bring with you when you book your appointment. When you arrive at this office, we will complete your application form asking for your full name as it is now, together with the new names you want to be called.

We will then prepare the change of name deed for you to sign. The Registration Officer will then complete and witness the document. We will return all your documents to you with your completed change of name deed.

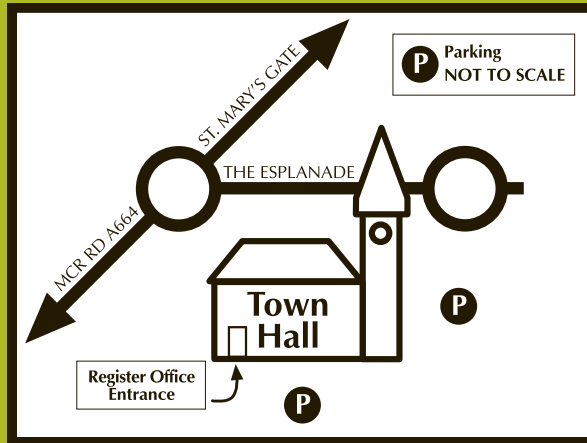
A copy of your name deed will be retained at this office indefinitely and you will be able to apply for a replacement copy if you lose the original document.

এই বিতরণী পত্রের যদি কোন অংশ বাংলায় অনুবাদের
দরকার মনে করেন তবে যোগাযোগ করুন : -
ইনফার্মেশন সেন্টার , ২^o তলা ,
মিউনিসিপাল অফিসেস , রচডেল ।
টেলি ফোন : - [764134

اگر آپ کو اس لیفلٹ (دستی اشتہار) کا اردو زبان میں ترجمہ درکار ہو
تو راجڈیل کونسل کے انفارمیشن آفس ، دوسری منزل ، میونسپل
آفسز (کالی بلڈنگ) اسمتھ اسٹریٹ ، راجڈیل ، فون نمبر 0707
764134 پر رابطہ قائم کر لیں تاکہ وہ اس کا
انتظام کر دیں۔

This leaflet is also available in large print.

Where to find us



www.rochdale.gov.uk

 **ROCHDALE**
METROPOLITAN BOROUGH
COUNCIL

Making a change of name deed for an adult

We can offer a change of Name Deed to any adult over the age of 18.

A Name Deed is an acceptable document to prove a person has changed their name and must be used in conjunction with their birth certificate.

A person can change their forenames, surname or both if they wish, but cannot include titles such as Lord, Lady or Sir etc or any symbols or numbers. Any new names chosen must not be offensive or rude.

A foreign national living in this country can also make a change of name deed but must check with their own national authorities to ensure they will accept the change.

British nationals living abroad must also check to ensure that the country they are residing in will accept the name deed. Some countries require a Solicitor or Notary Public to witness the name deed.



Making a change of name deed for children under 18

A change of name deed can be made for any child under 18 as long as both parents give consent in writing (or in certain cases a court can give permission). Children aged 16 and 17 must also sign a consent form agreeing to the change. If a child's parents are divorced, both parents still have joint parental responsibility and both will need to give consent to the change of name unless a relevant court order states otherwise. A copy of this court order must be produced.

Children Registered Before 1 December 2003

If the child's birth was registered **BEFORE 1 December 2003**, the mother may change the child's name if she has never been married to the father and there is no parental responsibility or agreement in place.

Children Registered After 1 December 2003

A father recorded in a birth entry from this date, who is not married to the mother automatically get joint parental responsibility for their child. A change of name deed can only be made if you have written consent from **BOTH** parents shown in the birth entry. If you do not have this, you should see a solicitor for further advice.

If the father's details are not recorded in the birth entry and neither the father nor any other person has acquired parental responsibility by agreement or through a court order, only the mother's consent is required.

Our list of services and fees

Standard Adult Name Deed £40.00

Complete one change of name deed showing previous name and new name, which will be signed and witnessed by a Registration Officer.

An archive copy will be kept of the name deed for future use.

Standard Child Name Deed £45.00

As above but will also contain consent letters from relevant parents attached to the name deed.

Standard Family Name Deeds £135.00

We will provide one change of name deed for each family member. (2 adults + 2 children) An archive copy will be kept of each name deed for the family.

Additional Copies Of Name Deeds £5.00 per copy

Extra copies are available when the name deed is first made.

Replacement Copies £10.00 per copy

Can be issued if original lost.

