

## Example of Deed of Change of name

### *Deed of Change of Name*

BY THIS DEED OF CHANGE OF NAME made by myself the undersigned (*insert new name and surname*) of (*address*) formerly known as (*insert former forename and surname*), (*nationality*) AND (*occupation if any*).

#### HEREBY DECLARE AS FOLLOWS:

I **ABSOLUTELY** and entirely renounce, relinquish and abandon the use of my said former name of (*insert former name and surname*) and assume, adopt and determine to take and use from the date hereof the name of (*insert new name and surname*) in substitution for my former name of (*insert former name and surname*).

I **SHALL AT ALL TIMES** hereafter in all records, deeds, documents and other writings and in all actions and proceedings as well as in all dealings transactions and on all occasions whatsoever use and subscribe the said name of (*insert new name and surname*) as my name, in substitution for my former name of (*insert former name and surname*) so relinquished as aforesaid to the intent that I may hereafter be called, known or distinguished not by the former name of (*insert former name and surname*) but by the name (*insert new name and surname*).

I **AUTHORISE AND REQUIRE** all persons at all times to designate, describe and address me by the adopted name of (*insert new name and surname*).

#### IN WITNESS

whereof I have hereunto subscribed my adopted and substituted name of (*insert new name and surname*) and also my said former name of (*insert former name and surname*).

SIGNED AS A DEED THIS

IN THE YEAR 20

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New name signature

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Former name signature

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Witness

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Witness

Designed by Michael Recagno: Citizens Advice Bureau Gibraltar

## CHANGING YOUR NAME



# LEGALLY CHANGE YOUR NAME

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## **Changing your name**

Changing your name by marriage, civil partnership, deed poll or after divorce can be expensive and onerous.

This booklet is aimed at helping you avoid the pitfalls and keep costs down.

### **Changing your name after Marriage or a Civil**

#### **Partnership**

Your Marriage or Civil Partnership Certificate does not in any way indicate the surname you will have after the ceremony, yet you can use it to prove you have changed your name.

To change your surname to your spouse or civil partner's surname (or to double barrel your joint surnames) on your passport or driving licence you need to fill in the relevant forms (you can obtain these from the passport office or the Driver and Vehicle Licensing Department) requesting the change and present your marriage or civil partnership certificate.

Financial institutions such as banks and building societies should also accept your marriage certificate or civil partnership certificate as proof you have taken your partners surname if you are a married woman or civil partner. If neither of the above situations apply to you, you may prefer to change your name by Deed Poll.

#### **After Marriage**

#### **name after divorce**

To change your name back to your maiden name after divorce you need your decree absolute and your marriage certificate. Alternatively you can change your name by Deed Poll and produce this document instead

### **Changing Your**

## **Deed Poll**

### **Changing your child's name by Deed Poll**

If you are changing your child's name by Deed Poll the process is more complex, so it may be worth having a lawyer draft the documents.

If you want to do it yourself, everyone who has parental responsibility for the child should give their consent to the change in a letter and if the child is aged 16 or 17 he/she should also provide a letter consenting to the change of name.

### **Registering your New Name**

You must register your name change by sending your Deed Poll document by post or delivering it to the Registrar of the Supreme Court at 32-36, Town Range, Gibraltar. The Deed Poll document must be registered within 14 days of the date of the change of name (date on the Deed Poll).

There is no legal requirement for the Deed Poll to be advertised in the Gibraltar Gazette or published in a newspaper although many people may choose to do so.



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The information, and guidelines available could be subject to change, although up to date at the time of publication on this booklet. Should you require more, up to date information, please contact Citizens Advice Bureau directly.