## Change of name by deed poll

## Change of name by deed poll

by [new name]

| This change of name deed is made by me [ ■ ■                                                                                                          |                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| I, [new name], of [full address, including county], and abandon the use of my former name of [old name of [new name] in substitution for my old name] | name] and determine to take and use the time.        |
| <b></b> 1 (1) ( <b></b> 1981 .                                                                                                                        | • • • • • • • • • • • 37 ( 1 )) • • • • • • •        |
| With effect from [a specific future date / today], I [new name] • • • • • • • • • • • • • • • • • • •                                                 |                                                      |
| I will use the name of [new name] in every docur                                                                                                      | ment and writing in every medium for every           |
| ***************************************                                                                                                               |                                                      |
| I now request, authorise and require every personand                                                                                                  |                                                      |
| [In keeping with my new name, I also request an at all times to address me as "  "" " " " " " " " " " " " " " " " "                                   |                                                      |
| In witness to this intention I have signed this dee                                                                                                   | ed in both                                           |
| Signed as a deed by the above-named [new name].                                                                                                       | ne in full], <b>= = = = = = = =</b> [ <b>= = = =</b> |
| New signature:                                                                                                                                        |                                                      |
| Old signature:                                                                                                                                        |                                                      |
| in the presence of                                                                                                                                    |                                                      |
| [Witness 1 name]                                                                                                                                      | [Witness 2 name]                                     |
| Address: [address]                                                                                                                                    | Address: [address]                                   |

| Signature: | Signature: |
|------------|------------|
|            |            |

## **Example letter to utility**

44, Change Name Avenue Happychange Nr Happisburgh NR12 4AB

| Hotandcold Water Company plc<br>Flood House<br>Sea Wall<br>S40 3JR                  |
|-------------------------------------------------------------------------------------|
| Dear Sir,                                                                           |
| My account number: [XYZ 234567] My address: as above                                |
| I enclose a                                                                         |
| I write to tell you that I have changed                                             |
|                                                                                     |
| Please also tell your publications department to •••••••••••••••••••••••••••••••••• |
| Please confirm that this has been done as soon • • • • • • • • • • • • • • • • • •  |
| Thank you for your help.                                                            |
| Yours faithfully,                                                                   |
|                                                                                     |
| [sign here]                                                                         |
| [New name]                                                                          |

### **Example letter to local garage**

44, Change Name Avenue Happychange Nr Happisburgh NR12 4AB

Tyre and Gear 70, Miles Limit Road Overclocked NR12 9GH

[sign here]

[New name]

# **Attention Mackin Tyre** Dear Mackin ---------------Thank you for your help. Yours sincerely,

## **Example letter to bank**

44, Change Name Avenue Happychange Nr Happisburgh NR12 4AB

Superlender Bank plc Golden House Low Rate Road High Profit NR22 6NM

Yours sincerely,

| Attention Julia Spin     |
|--------------------------|
| Dear [Julia / Ms Spin]   |
|                          |
|                          |
|                          |
|                          |
|                          |
|                          |
|                          |
|                          |
|                          |
|                          |
|                          |
|                          |
| Thank you for your help. |

[sign here]

[New name]

# **Explanatory notes:**

Change of name by deed poll

#### How to use this document

| 1. | You can change your name in two ways. One is by statutory declaration, for example using Form LOC021 provided by the government. The other is to make a deed of change                                                                                                                                                                               |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | The word "poll" refers to the straight edges of the paper that this type of document (a deed) traditionally was printed on. The name "deed poll" has stuck to mean a deed of change of name. There is a short article on our site at <a href="https://www.netlawman.co.uk/ia/what-is-deed-poll">https://www.netlawman.co.uk/ia/what-is-deed-poll</a> |
| 3. | It is the act of you using your new name that makes the change recognised in law. A deed of change of name is a strong promise to use your new name, and thus an act of using it. Another act you can make is to make a public announcement,                                                                                                         |
| 4. | Complete the deed by filling in the information shown in blue in square • • • • • • • • • • • • • • • • • • •                                                                                                                                                                                                                                        |
| 5. | Be careful of typing errors. Your old name,                                                                                                                                                                                                                                                                                                          |
| 6. | When entering your name, do not add a title like "Ms" or "Doctor". This is not part of your legal identity. There is an option to change your title in a later ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■                                                                                                                                                 |
|    |                                                                                                                                                                                                                                                                                                                                                      |
| 7. | You can make the deed now to take effect at some future date. If you do, ■ ■                                                                                                                                                                                                                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                      |

| 8. | The "signing" words should be as set                                                                                     |
|----|--------------------------------------------------------------------------------------------------------------------------|
| 9. | You don't need to print the deed on any special paper or use a wax seal.  Many people like to do so in order to make the |
|    |                                                                                                                          |
|    |                                                                                                                          |

| 10. | anyone. Neighbours                                                               |
|-----|----------------------------------------------------------------------------------|
|     |                                                                                  |
|     |                                                                                  |
| 11. | After completion, it is a good idea to arrange to make a                         |
|     |                                                                                  |
|     | ■ ■ .                                                                            |
| 12. | There is no legal requirement to register  , , , , , , , , , , , , , , , , , , , |
| 13. | Most people apply first for a new passport,                                      |
|     |                                                                                  |
|     |                                                                                  |

14. You should delete our cover page.

### **End of notes**