

How to change your name

There are several ways that TNBI people can go about changing their names.

You can simply ask your friends, family and GP practice to call you by a new 'preferred name'.

You can make an **unenrolled deed poll** yourself. This will legally change your name, and will be accepted by the passport office, Driving Vehicle Licence Association, and the bank.

If you want to apply to change your name on the official public record, you will need to apply to the Royal Courts of Justice for an **enrolled deed poll**. This costs £42.44 plus solicitor's fees.

If you want to change your name on your birth certificate, you will need to apply for a **Gender Recognition Certificate (GRC)**. Most people only do this if they are also applying to change the sex registered on their birth certificate. A GRC costs £140.

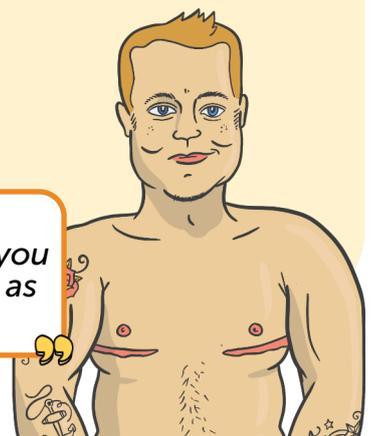
If you have legally changed your name, you may have to inform:

- HM Passport Office
- Driving Vehicle Licence Association
- Bank, building society or credit card
- Employer
- HM Land Registry (if you own land or property)
- HM Revenue & Customs (for tax and national insurance records)
- Department for Work and Pensions (for pensions or benefits)
- Private pension, finance or insurance companies
- Utility companies (water, electric, gas).
- Internet service provider
- Telephone company
- Local authority (for council tax and electoral register)
- TV Licensing
- Police / Probation Service (should you have any current or pending criminal actions against you or you are on the Sex Offenders Register)



Some people use websites to make their own unenrolled deed poll - just make sure the website uses the correct official wording.

Once you've changed your name, inform the bank first, so you can use future bank statements as evidence of your name change.



You can write your own deed poll, if you have access to a computer and printer. The deed poll must have the correct wording and be signed by yourself in the presence of two witnesses. For an example layout, see the next page.

The correct wording is as follows:

I [old name] of [your address] have given up my name [old name] and have adopted for all purposes the name [new name].

Signed as a deed on [date] as [old name] and [new name] in the presence of [witness 1 name] of [witness 1 address], and [witness 2 name] of [witness 2 address].

[your new name and signature] [your old name and signature]

[witness 1 name and signature] [witness 2 name and signature]

Your witnesses must be:

- Over 18 years old
- Resident in the UK
- Knows you
- Is not your partner, family member or someone you live with
- Be able to make decisions

For example they could be:

- Your friend
- Your neighbour
- Your colleague

Print yourself several copies of your deed poll. Then get your witnesses together in one room, and explain to them what a deed poll is and what you want them to sign. Then, everyone should sign and date each copy of your deed poll. Then that's it - you have a legally valid name change document!

If you change your name by deed poll and then do a GRC later, your new name on your birth certificate will be the name on your deed poll. If you are changing your last name too, make sure you are happy with this.

This is the process for legally changing your name if you are a British Citizen. If you are not, you will need to look up how to legally change your name in the country where you have citizenship, or apply to become a British Citizen.



Deed Poll of Mariam (Previously Karim) Hussein

Address: Flat 1, 1 Deed Poll Road, Brighton, DE1 1ED.
DOB: 01.01.1970

I, **Karim Hussein**, of Flat 1, 1 Deed Poll Road, Brighton, have given up my name **Karim Hussein** and have adopted for all purposes the name **Mariam Hussein**.

Signed as a deed on 01.01.2021 as Mariam Hussein and Karim Hussein in the presence of:

Witness 1: Mr. Donald Poll, of 10 Deed Poll Road, Brighton, DE1 1ED, United Kingdom.

Witness 2: Dr. Clare Project, of Dorset Gardens Methodist Church, Brighton, BN2 1RL, United Kingdom

Karim Hussein

Mr Donald Poll

Mariam Hussein

Dr Clare Project