

Name Changes in Respect of Persons Aged Eighteen Years or Over

A change in your name or surname can be recorded only if the following conditions are met.

- 1 If the application is for the recording of a change of name, you must not have had a previous change of name recorded under this procedure since you attained the age of 18.
- 2 If this application is for the recording of change of surname you must neither have had a previous change of surname recorded under this procedure during the past 5 years, nor more than 2 such changes recorded since you attained the age of 18.
- 3 You must have been born or legally adopted in Northern Ireland and from information supplied by you, it must be possible to trace the entry relating to your birth or adoption in the Registers.
- 4 You must have used and been known by the name or surname now used for a period of not less than 2 years.

Documentary Evidence

- 5 You must produce two pieces of documentary evidence as proof of you having been known by the name or surname now used and at least one of the documents should be dated two years before the date of your application. Preferably your date of birth should be shown on one of the documents. Photocopies of documents are not acceptable.
- 6 The following are example of documents which may be acceptable:

medical card
passport
bank book
school certificate
driving licence
insurance policy
marriage certificate

documents submitted will be returned.

- 7 Change of Forenames - the documentary evidence must show the spelling of all names.
- 8 Change of Surname - the documentary evidence must show the spelling of the surname and include details of all forenames. Where you have more than one forename initials will be accepted for the additional forenames.

- 9 If the Registrar General is not satisfied with the evidence produced he may require you to produce to him a copy of a notice inserted in a newspaper circulating in the area where you reside stating your intention to apply to the Registrar General for the recording of the different name or surname and that you have been known by such name or surname for a period of not less than 2 years.

Application Form

- 10 When completing the application form please note that at Question 5 any details entered should relate to the natural/adoptive father and at Question 7 your new name/surname should be entered.

Change of Name shown on Birth Certificate

- 11 It should be clearly understood that the name or surname in the birth entry cannot be changed. Any certificate of birth will continue to show the name and surname as originally registered but the new name and surname as recorded will be shown in a separate space in any certificate subsequently issued, together with the date on which the change was recorded by the Registrar General.

- 12 For further information please contact:

The General Register Office
Oxford House
49-55 Chichester Street
Belfast BT1 4HL

Telephone: (028) 9025 2000
Web: www.groni.gov.uk

Application for recording of change of name or surname (Person aged 18 years and or over)

(Note: In this form any reference to “Name” means Christian Name(s) or Forename(s)).

The Applicant should supply the following information.

| | | For official use only |
|----|--|-----------------------|
| 1 | Full name and surname as registered at birth | <input type="text"/> |
| 2 | Date of birth | <input type="text"/> |
| 3 | Place of birth | <input type="text"/> |
| 4 | Sex | <input type="text"/> |
| 5 | Father's name and surname | <input type="text"/> |
| 6 | Mother's name and maiden surname | <input type="text"/> |
| 7 | Full name and surname as changed | <input type="text"/> |
| 8 | Length of time present name and surname has been used | <input type="text"/> |
| 9 | Documentary evidence produced in support of period stated at 8 above | <input type="text"/> |
| 10 | Date of any previous application for a change of name or surname | <input type="text"/> |

I certify that the above particulars are correct

Signed

Date

Full postal address

Postcode

Telephone No.

