

General Register Office (Northern Ireland)

APPLICATION FOR RECORDING OF CHANGE OF NAME OR SURNAME OF A PERSON OVER 18 YEARS OF AGE

Please read our privacy statement to see how we use and protect your personal information at www.finance-ni.gov.uk/publications/nisra-privacy-notice

If you have your current birth certificate please enclose

1	Full name(s) of applicant as registered	<input type="text"/>
2	Surname of applicant as registered	<input type="text"/>
3	Date of Birth (dd/mm/yyyy)	<input type="text"/>
4	Place of Birth (Town/City)	<input type="text"/>
5	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
6	Mother's name(s), surname and maiden name (if applicable)	<input type="text"/>
7	Fathers / Second Female Parent's name(s) and surname	<input type="text"/>
8	Full name(s) of applicant as changed	<input type="text"/>
9	Surname of applicant as changed	<input type="text"/>
10	Date of any previous application for a change of name(s) or surname	<input type="text"/>

Statutory Declaration (please see note 3 overleaf)

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

11	I have given up the name(s)/surname [insert former name]	<input type="text"/>
	and have adopted for all purposes the name(s) and surname [insert new name]	<input type="text"/>
12	I sincerely declare that the above particulars are correct and that I am known by the name and surname as stated at 8 & 9 above	

Signature of Applicant & Date Date:

Full Postal Address
Post Code:

Tel No. Email Address

Declared before me This.....day of20.....

Name (PRINT) and signature of officer whose presence declaration was made
Name:
Signature:

Qualification

Address or office/company stamp

Number and type of Certificate(s) required: Full Short

General Register Office (Northern Ireland)

Contact Details: GENERAL REGISTER OFFICE
NORTHERN IRELAND STATISTICS AND RESEARCH AGENCY,
COLBY HOUSE, STRANMILLIS COURT, BELFAST, BT9 5RR
Telephone: 0300 200 7890 (within the UK) or +44 300 200 7890 (outside
UK) Website: www.nidirect.gov.uk/gro
Email: gro_nisra@finance-ni.gov.uk

Note 1: Who can apply?

Anyone aged 18 or over who's birth was registered in Northern Ireland

Note 2: How many times can I change my name?

One change of name and three changes of surname may be recorded for any one person. A period of 5 years must elapse after one change of surname is recorded before another change is recorded.

Note 3: Who can witness this declaration?

This declaration must be signed by the applicant in the presence of a Justice of the Peace (JP), a Lay Magistrate, a practicing solicitor, notary public or someone else commissioned to administer oaths.

Justices of the Peace and Lay Magistrates do not charge for this service. To contact a JP please telephone 028 9041 2277 to speak to a member of Judicial & Customer Services Group; or you can write to the Northern Ireland Courts and Tribunals Service (NICTS), Laganside House, 23 - 27 Oxford Street, Belfast BT1 3LA.

Note 4: What happens next?

The completed form and payment should be returned to this office at the address above. Your application should be processed within 15 working days of receipt. The changed name and/or surname will be shown on your birth certificate.

When calculating the fees please include the fee for the name change together with the fee for any certificates.

Checklist

Birth Certificate Signed Declaration Declaration Witnessed

Correct Payment calculated Payment/Completed Payment Mandate form

General Register Office (Northern Ireland)

Payment Mandate Form for Postal Applications

Contact details: **GENERAL REGISTER OFFICE**
COLBY HOUSE
STRANMILLIS COURT
BELFAST BT9 5RR
Telephone: 0300 200 7890 (within UK) or +44 300 200 7890 (outside UK)
Website: www.nidirect.gov.uk/gro Email: gro_nisra@finance-ni.gov.uk

Fees and payment methods

Details of fees payable are available in on our website at www.nidirect.gov.uk/gro; or by contacting us using the telephone number above.

Payment can be made by post with a cheque or postal order, made payable to "Registrar General"

Cash should not be sent in the post.

Should you wish to pay by credit/debit card please fill in the instruction below and include it with your application.

ALL PAYMENTS BY POST SHOULD BE FORWARDED TO THE GENERAL REGISTER OFFICE AT THE ABOVE ADDRESS

We can also accept payment by credit/debit card or cash at our office.

Please note: if you are completing your credit/debit card details, we recommend that you use a secure form of posting. This payment mandate form will be destroyed once payment has been confirmed.

For security reasons we cannot accept payment details by e-mail and payments cannot be made online for these applications.

Payment should be made in pounds sterling.

Credit/debit card instruction

Applicants Name

Type of card

Mastercard

Visa

Switch/Maestro or Solo

Visa Electron

Card Number

Security number (the last three numbers shown on your cards signature strip)

Expiry date

Issue No.
(Switch/Maestro or Solo)

Valid from date.

Total Fee £

Cardholders signature:

Cardholders name:
(BLOCK CAPITALS)

Cardholders

Full Address

Telephone No.

Email:

