## Change of name by deed poll

by [new name]

This change of name deed is made by me [new name] on [date].

I, [new name], of [full address, including county], absolutely and entirely renounce, relinquish and abandon the use of my former name of [old name] and determine to take and use the name of [new name] in substitution for my old name. I am a British citizen under section 1(1) (or a Commonwealth citizen under section 37(1)) of the British Nationality Act 1981.

With effect from [a specific future date / today], I shall at all times use and sign the name of [new name] as my name instead of my former name of [old name].

I will use the name of [new name] in every document and writing in every medium for every transaction and proceeding and for every dealing, occasion and contract.

I now request, authorise and require every person with whom I deal at all times to address and describe me by my new name of [new name].

[In keeping with my new name, I also request and authorise every person with whom I deal at all times to address me as “Ms” and not as “Mr” as I have hitherto been addressed.]

In witness to this intention I have signed this deed in both my old name and my new name.

Signed as a deed by the above-named [new name in full], formerly known as [old name in full].

|  |
| --- |
| 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

TRUK Fluids

Flood House

Sea Wall

S40 3JR

Dear Sir,

My account number: [XYZ 234567]

My address: as above

I enclose a certified copy of my change of name deed.

I write to tell you that I have changed my name and I now request you to change your records so as to use my new name with immediate effect.

Please also tell your publications department to make the change too so that my monthly “Water Works” magazine is correctly addressed.

Please confirm that this has been done as soon as possible. If by chance you cannot make the changes within a week, please write to tell me why.

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

TRUK Truckers

70, Miles Limit Road

Overclocked

NR12 9GH

Attention Mackin Tyre

Dear Mackin

I enclose a certified copy of my change of name deed.

I write to tell you that I have changed my name and I now request you to change your records so as to use my new name with immediate effect.

Please confirm that this has been done as soon as possible.

I believe I have an outstanding bill with you. I am waiting for a cheque book in my new name. I will pay your account just as soon as I have it. The Bank tells me it will take around 14 days. If by chance it does not arrive by then, I will drop in with cash. I trust that is acceptable.

Thank you for your help.

Yours sincerely,

[sign here]

[New name]

## Example letter to bank

44, Change Name Avenue

Happychange

Nr Happisburgh

NR12 4AB

TransRadioUK Bank plc

Golden House

Low Rate Road

High Profit

NR22 6NM

Attention Julia Spin

Dear [Julia / Ms Spin]

I enclose a certified copy of my change of name deed.

I write to tell you that I have changed my name and I now request you to change your records so as to use my new name with immediate effect.

I am not sure what places the Bank has recorded my name, but to be sure you have picked up all of them, and I can check in future, I should be very grateful if you would give me a list of all relevant departments and records.

Please also issue me with new cheque and pay-in books as soon as ever possible. My financial life is on hold until I have these so I do need your help immediately.

I am sure you will also need a new mandate for my company Happier Me Ltd. Please send that soonest too.

Please confirm that all of this is in hand as soon as possible.

Thank you for your help.

Yours sincerely,

[sign here]

[New name]

 

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 of name such as this one. Both are equally valid.
2. 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.
3. Complete the deed by filling in the information shown in blue in square brackets. Delete the brackets and change the font colour back to black.
4. Be extra careful of any errors. Your old name, address and new names must be spelled correctly.
5. 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 paragraph, for example, “Ms” instead of “Mrs”. If you don’t need to do this, please delete the whole of the relevant paragraph. This is the only wording you should remove.
6. You can make the deed now to take effect at some future date. If you do, that future date must be specified. You cannot leave it open. It cannot be back dated.
7. 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 document feel more authoritative, but these things don’t make it any more legally binding. Standard white printer paper is just as valid as thick cream coloured paper.
8. You must sign in the presence of two witnesses. The witnesses can be anyone. Neighbours are often good choices. They must write their names and addresses legibly and also sign their names. The purpose of providing their information is so that they can be contacted to provide verification that you signed the deed, if ever that is doubted. In practice, this is unlikely to happen.
9. Tip: Print out 5 – 10 copies of the Deed Poll before you have them witnessed, so the witnesses can sign them all. Many places will not accept photocopies, so this gives you plenty of extra ‘original’ versions to send out.
10. Tip: There is no legal requirement to register the document anywhere or send it to a court. It doesn’t need to be approved, overseen or witnessed by a solicitor.
11. Tip: Most people apply first for a new passport, then for a new driving licence. With these new records, changing your name with other organisations such as banks tends to be easier.