

RECORDING CHANGES OF FORENAME(S) AND SURNAME(S) IN SCOTLAND

- The law of Scotland allows anyone who wishes to do so to change his or her forename(s) or surname(s).
- Such changes of forename(s) or surname(s) in respect of persons who were born or legally adopted in Scotland may be recorded against the appropriate entry in the register.
- Details of the procedure to be followed in order to have a change of forename(s) or surname(s) recorded are shown in this leaflet.
- The fees for recording changes and for providing fresh certificates are -

RECORDING FEE	£40.00
EXTRACT OF BIRTH ENTRY	£15.00
ABBREVIATED EXTRACT	£15.00
TWO EXTRACTS	£25.00

Cheques and Postal Orders should be crossed and made payable to
"The Registrar General"

This leaflet explains the procedure for recording changes of forename(s) or surname(s). Further information can be obtained from your local registrar of births, deaths and marriages or from the **General Register Office, Change of Name Unit, New Register House, Edinburgh EH1 3YT. Telephone 0131- 314 4404.**

TO HELP YOU WITH THE TERMS USED IN THIS LEAFLET

- **CHANGE** includes any change by way of substitution, addition, omission, spelling or hyphenation. See Table for examples.
- **QUALIFIED APPLICANT** in relation to applications made on behalf of children under 16 years of age means -
 - (a) Where only one parent has parental responsibilities in relation to the child, that parent;
 - (b) Where both parents have such responsibilities in relation to the child, both parents; and
 - (c) Where neither parent has such responsibilities, any other person who has such responsibilities.

- **BIRTH CERTIFICATE**

These are supplied in two forms

- (a) an **EXTRACT** which is a full copy of the entry in the register
and
- (b) an **ABBREVIATED EXTRACT** which is limited to name and surname, sex, date and place of birth. It does not contain the parents' names.

- **APPLICATION FORMS**

The forms used when applying for a change of forename(s) or surname(s) are

Form 21 – child under twelve months of age.

Form 23 - child under 16 years of age.

Form 24 - person over 16 years of age.

WHO CAN HAVE A CHANGE OF FORENAME(S) OR SURNAME(S) RECORDED

- Any person whose birth is registered in Scotland or who was legally adopted in Scotland.
- Any application for a change to be recorded in respect of a child under 16 years of age must be made by a qualified applicant (see page 1 for the definition of a qualified applicant).
- After reaching 16 years of age a person may apply at any time for a change of forename(s) or surname(s) to be recorded. He or she must complete and sign the application.
- Please note that any birth certificate issued subsequent to the recording of the change will show the new forename(s) and surname(s) with the original forename(s) and surname(s) shown separately. This does not apply to an application for the recording of forename(s) or change of forename(s) of a child under 12 months of age (ie Form 21 applications).

HOW AND WHERE TO APPLY

You can obtain an application form from any registrar of births, deaths and marriages in Scotland. The address of your local registrar can be found in the telephone directory. Alternatively you may write to the General Register Office, Change of Name Unit, New Register House, Edinburgh EH1 3YT, to whom all completed applications should be sent along with Form PRF (if applicable) and the fees for recording the change and for any extract or abbreviated certificate (see the front of

this leaflet). Cheques and postal orders should be crossed and made payable to "The Registrar General". Please do not send cash.

NUMBER OF CHANGES WHICH MAY BE RECORDED

- Only one change of forename(s) and one change of surname(s) may be recorded for a child under 16 years of age.
- If a change of forename(s) in infancy (ie a change of forename or a forename given within 12 months from the date of birth) has already been recorded no further change of forename(s) may be recorded before the child reaches 16 years of age. This does not however prevent the recording of a change of surname.
- For persons 16 years of age and over one change of forename(s) and up to three changes of surname(s) may be recorded. A period of 5 years must elapse between successive changes of surname(s).

OTHER KINDS OF CHANGES WHICH MAY BE RECORDED

Changes of forename(s) or surname(s) may also be recorded if -

- A decree or certificate of change of forename(s) or surname(s) pronounced or granted by the Lyon King of Arms is produced
- A certified copy of a will, settlement or deed of trust containing a condition that the person concerned takes a forename(s) or surname(s) different from that in which his or her birth was registered is produced
- A male person who has married in Scotland and who has changed his forename(s) or surname(s) following his marriage, produces a decree or certificate pronounced or granted by the Lyon King of Arms
- An alternative forename(s) (but not surname(s)) is used where the registered forename(s) is a non-English forename(s), for instance a Gaelic name and the alternative forename(s) is the English equivalent. If the application is approved the alternative forename(s) so recorded will be shown on any birth certificate alongside the forename(s) as originally registered, for example:
 - Domhnall (Donald).

AVOIDING DELAY

The most common causes of delays in processing applications are -

- (a) the absence of the signatures of **both** parents where the parents of a child were married at the time of the child's conception or subsequently;

- (b) the absence of the signatures of both parents, where the parents of a child have never married, **but** where both parents registered or re-registered the child's birth on or after 4 May 2006;
- (c) the absence of Form PRF where the parents of a child have never married and the mother has sole parental responsibilities;
- (d) form not signed and/or dated;
- (e) insufficient fees;
- (f) completion of wrong form; and
- (g) wrong payee.

TABLE

FORENAME(S) & SURNAME(S) <i>(as shown in birth register)</i>		FORENAME(S) & SURNAME(S) <i>(now using and known by)</i>		TYPE OF CHANGE WHICH MAY BE RECORDED
James	Brown	Robert	Brown	Change of forename by substitution.
James	Brown	James	Smith	Change of surname by substitution.
James	Brown	Robert	Smith	Change of both forename and surname by substitution.
James	Brown	James Thomson	Brown	Change of forename(s) from James to James Thomson by addition.
James Thomson	Brown	James	Brown	Change of forename(s) from James Thomson to James by omission.
James	Brown	James	Browne	Change of surname ie a change in spelling.
James Thomson	Brown	James	Thomson-Brown	Change of forename and surname by hyphenation.

This leaflet gives general guidance only and should not be treated as a complete authoritative statement of the law.