**CHANGE YOUR NAME BY DEED POLL**

**Make your own deed poll**

You need to be 16 or over to make your own deed poll.

Some organisations may not accept a deed poll you have made yourself as proof of your new name. Ask the organisation you are dealing with (for example your bank) if they need an [‘enrolled’ deed poll](https://www.gov.uk/change-name-deed-poll/enrol-a-deed-poll-with-the-courts)\* instead (see below).

**How to make your own deed poll**

Use the following wording:

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

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

[your new signature], [your old signature]

[witness 1 signature]\*, [witness 2 signature]\*

**\*PLEASE NOTE:** Neither witness can be members of your family

After you’ve made it, you can use your deed poll as proof of your new name.

**At this time, you also need to send a copy to the GIC either by post, or email to** **Gic.noreply@nhs.net****, attaching the document as a PDF file (no other form of attachment will be accepted).**

**\*Enrol a deed poll with the courts**

You can put your new name on public record by ‘enrolling’ it at the Royal Courts of Justice if you are 18 or over. It costs £36 and cheques should be made payable to HMCTS.

Download [the guidance and forms for changing an adult’s name](https://www.gov.uk/government/publications/apply-to-change-your-name-forms-loc020-loc021-and-loc025) – this includes the notification form for [The Gazette](https://www.thegazette.co.uk/all-notices/notice?categorycode=G406000002&location-distance-1=1&numberOfLocationSearches=1&results-page-size=10).

Send your forms and documents to the Queen’s Bench Division:

 Queen’s Bench Division
 Enforcement Section
 Room E15
 The Royal Courts of Justice
 Strand
 London
 WC2A 2LL

**Taken from:** [**www.gov.uk/change-name-deed-poll**](http://www.gov.uk/change-name-deed-poll)