**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 instead.

**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@nhs.net**](mailto:Gic@nhs.net)**, attaching the document as a PDF file (no other form of attachment will be accepted).**

**How to 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.

[Read about enrolling a deed poll on the GOV.UK website.](https://www.gov.uk/change-name-deed-poll/enrol-a-deed-poll-with-the-courts)

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