

Change of Forename(s) and/or Surname(s) for child under 16 years of age

Guidance Notes for Completion of Form 23

In all cases the child's birth must have been registered in Scotland or there must be an entry in Scotland in respect of the child in the Adopted Children Register or the Parental Order Register.

When Can this Application Form be Used?

- a) For forename(s) changes where the child is between 12 months of age and 16 years of age before and no change has already been made using Form 21

AND/OR

- b) For surname(s) changes anytime before the age of 16 years old.

If a change of forename and/or surname is required after age 16, the applicant should complete a Form 24 instead.

Completion of the Form

Note - Any reference to forenames also includes any middle names.

Lines 1, 2, 5, 6, 7, 8, 9 and 10 – should be completed as they currently appear on the child's birth certificate.

For a child who is the subject of an Adoption or Parental Order the forename(s) and surname(s) and parental details should reflect the names currently held in the adoption or the parental order register.

Line 3 – For forename(s) changes please print clearly the new forename(s), defining upper, lower case and accented characters.

Line 4 – For surname(s) changes (If applicable) please print clearly the new surname(s), defining upper, lower case and accented characters.

Line 11 - Should only be completed if you had a previous change of name recorded by National Records of Scotland.

Signatures

This form must be signed by a qualified applicant. A qualified applicant means –

- a) where only one parent has parental responsibilities in relation to the child, that parent;
- b) where both parents have such responsibilities, both parents; and
- c) where neither parent has such responsibilities, any other person who has such responsibilities.

A person may be a qualified applicant whether or not they have attained the age of 16 years.

Parents Not Married to/Not in a Civil Partnership with each other

Where the child's birth was **registered** or **re-registered on or after 4 May 2006**, where the parents were not married to or not in a civil partnership with each other and the father/parent is shown on the birth entry, any change of name application should be signed by both parents named on the child's birth entry.

If the signature of the father/parent is unobtainable then the application will not proceed unless the mother can provide us with a court order confirming that the father's/parent's parental responsibilities have been completely removed. The mother should also complete a [Form PRF](#) (Parental Responsibility Form) and send this and the court order along with the application form.

If the father/parent is not named on the child's birth entry and the parents were not married to or not in a civil partnership with each other then any application will also need to be accompanied by a [Form PRF](#) (Parental Responsibility Form) signed by the child's mother.

Parents Married/In a Civil Partnership

Where the parents were married or in a civil partnership both signatures are required on the form unless we are provided with a court order confirming that parental responsibilities have been completely removed from the other parent. The mother should also complete a Form PRF (Parental Responsibility Form) and send this and the court order along with the application form.

Notification of the Change(s)

We will confirm in writing when the change of name has been recorded.

Fees Payable

There is a fee of £40.00 to record a change of name (plus £10 for each additional family member when applications are submitted together) for this service.

On receipt of your application we will contact you by email to provide details of how to make payment through our ScotlandsPeople website.

Please ensure when sending your application that you provide an email address as all future correspondence from us will be made by email.

Purchasing a New Birth Certificate (Extract)

After you have been notified that the change of name has been recorded, a new birth certificate can be purchased online from [ScotlandsPeople](#) or purchased by contacting your local [registration office](#).

Where do I Send my Application?

Please send the signed application form, along with your daytime contact details to:-

National Records of Scotland, Change of Name Unit, New Register House, Edinburgh, EH1 3YT

Limitations

An application for a change of forename and/or surname will be refused if a change of forename and/or surname has already been recorded against the child's entry in the Birth, Adopted Children or Parental Order Register.

Please note that following the change of name both the new and original names will be detailed on the new full and abbreviated birth certificate.

Any person who supplies false information to the Registrar General is liable to prosecution.

Contact Details

Please provide the following contact details and enclose this information with your child's change of name application form.

Parent one

Name	
Daytime telephone number*	
Email address	

Parent two (if applicable)

Name	
Daytime telephone number*	
Email address	

*A contact telephone number is required in order for our team to collect payment information from you and process your application. Our team will only contact you on this number between 0900 - 1600 from Monday to Friday.

Enquiries

For any enquiries regarding this application form or the change of name service in general, please contact the Change of Name Unit in the first instance directly at namechange@nrscotland.gov.uk.

If your enquiry is urgent please telephone 0131 314 4273. (Please note the telephone number included on the final page of this document is incorrect)

We will use the information we collect from you to answer your request. We will store your personal information securely and retain it for accountability purposes for no more than ten years. We will only disclose your personal information to third parties with your consent or to comply with a legal obligation. If you would like more information about how we handle personal information or about your rights under data protection legislation, please see the privacy notice on our website at www.nrscotland.gov.uk/privacy

Last updated March 24

I/We certify that the particulars overleaf are correct

Signature: Signature:

PRINT NAME: PRINT NAME:

Date: Date:

Relationship to Child: Relationship to Child:

Full postal address: Full postal address:

Postcode: Postcode:

Tel No: Tel No:

If you wish a full or abbreviated extract showing the recorded change please indicate the number required:

Full Extract

Abbreviated Extract *(No details of parents included)*

Please send the signed application form together with the appropriate fee to:

**General Register Office for Scotland
Change of Name Unit
New Register House
Edinburgh
EH1 3YT**

For any enquiries, please telephone the Change of Name Unit on: 0131 314 4404 or 4444.