



# APPLICATION FOR RECORDING OF CHANGE OF FORENAME(S) AND/OR SURNAME(S) OF CHILD UNDER 16 YEARS OF AGE

Form 23  
Notes

## GUIDANCE NOTES TO HELP YOU COMPLETE FORM 23

(These notes are not part of the Form 23 prescribed under Section 43(4) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

### A. WHEN TO USE THIS FORM

This application can be used:

- a) For a **forename** change where old and no change has already been made using Form 21 AND/ OR
- b) For a **surname change** anytime before the age of 16 years old.

Note - 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.

**NOTE - Any reference to forenames also includes any middle names.**

If a change of **forename AND surname or surname only** is required after age 16, you should use **Form 24** instead.

### B. COMPLETION OF THE FORM

Lines 1, 2 and 5–10 should be completed as they appear on the child's present birth entry. In the case of a child who is the subject of either an Adoption Order or a Parental Order the forename(s) and surname(s) at lines 1 and 2 should be as shown in the Adopted Children Register or the Parental Order Register. Line 3 should show **ALL** forenames including any **NEW FORENAME(S)** as you expect it to be shown on the new extract. Line 4 should show **ALL SURNAME(S)** including any **NEW SURNAME(S)** as you expect it to be shown on the new extract. Line 11 should only be completed if there has been any previous name change requested.

### C. 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.

It should be noted in **ALL CASES** where the child's birth was **registered or re-registered on or after 4 May 2006**, where the parents were unmarried or not in a civil partnership and the natural father/parent is shown on the birth entry, then any application should also be signed by him/her. If his/her signature is unobtainable then the application will not proceed unless the mother can provide us with a court order confirming that the natural father's/parent's parental responsibilities have been completely removed.

If the natural father/parent is not named on the birth entry and the parents were **unmarried or not in a civil partnership** then any application will also need to be **accompanied by a Form PRF** (parental responsibility form) signed by the child's mother.

In **ALL CASES** 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.

## D. HOW MUCH WILL THIS COST ME?

	For one application	Total for two family members (example)
RECORDING FEE	£40.00	£50.00
FULL EXTRACT OF BIRTH ENTRY (details of parent(s) included)	£15.00	£30.00
ABBREVIATED EXTRACT (details of parent(s) not included)	£15.00	£30.00
EACH ADDITIONAL EXTRACT each purchased at the same time (same entry)	£10.00	£20.00

Family members who apply at the same time pay £40.00 for the initial application and £10.00 for **each** additional application, submitted at the same time. Extracts for **each application** attract the standard extract fee per person, as outlined above.

(NOTE - The certificates issued are referred to as "Extracts" from the registers.)

Cheques and Postal Orders should be crossed and made payable to  
**THE SCOTTISH GOVERNMENT.**

If any other payee is shown, the fee will be returned to you for resubmission before your application can proceed. (Please write your name on the reverse.)

Alternatively, you can pay by credit or debit card by completing the form **CON Card** attached.. **Do not write your credit/debit card details on the application form.**

**These notes should be read in conjunction with the leaflet RCN1 (obtainable from your local registration office).**

## E. NOTIFICATION OF THE CHANGES

You will be advised when the change of forename(s) and/or surname(s) has been recorded and where a full or abbreviated extract showing the new forename(s) can be obtained. (NOTE - For current year's births the registers are normally still at the registration office where the birth was registered. In these cases the extract can only be issued by that office.)

## F. WHERE DO I SEND MY APPLICATION?

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

National Records of Scotland  
Change of Name Unit (Room 35)  
New Register House  
Edinburgh  
EH1 3YT

### PLEASE NOTE:

- 1. 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.**
- 2. Any full or abbreviated extract will show the new forename(s) and surname(s) plus the original names registered and any previous changes recorded.**
- 3. Any person who supplies false information to the Registrar General is liable to prosecution.**

For any enquiries please telephone the Change of Name Unit on 0131 314 4404, 4545, 4409 or 4444

or e-mail [namechange@nrscotland.gov.uk](mailto:namechange@nrscotland.gov.uk)

Further information can also be obtained on our website –  
<http://www.nrscotland.gov.uk/registration/recording-change-of-forename-and-surname-in-scotland>



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.



Change of Name Section
Registration Process Branch
National Records of Scotland
New Register House
Edinburgh EH1 3YT
Tel: 0131 314 4404
e-mail:namechange@nrscotland.gov.uk

CREDIT OR DEBIT CARD DETAILS TO PAY FOR CHANGE OF NAME APPLICATION(S)

If you wish to pay for your change of name application(s) Maestro, Visa (except Visa Electron) or Mastercard please complete the information below.

Cardholder's Name:.....
(as it appears on card)

Signature:.....

Cardholder's
Address:.....
.....
.....

(if different from applicant)

Card Number: [grid of 16 boxes]

Security Code: [grid of 3 boxes]

Start Date: ...../.....

Expiry Date: ...../.....

MAESTRO TRANSACTIONS ONLY

Issue number on card: [grid of 6 boxes]

Last 3 numbers if Maestro 19-digit card: [grid of 3 boxes]

APPLICANT'S INFORMATION

Name: .....

Postal address: .....
.....
.....

E-mail address: .....

Telephone number: .....May 2016