

## **Change of Forename(s) and/or Surname(s) for person over 16 years of age**

### **Guidance Notes for Completion of Form 24**

**In all cases your birth must have been registered in Scotland or there must be an entry for you in Scotland in the Adopted Children Register, the Parental Order Register or the Gender Recognition Register.**

#### **When Can this Application Form be Used?**

This application can be used for a forename and/or a surname change for a person over 16 years of age.

**If a change of forename AND surname or a change of surname only is required before age 16, a Form 21 or Form 23 should be completed instead.**

#### **Completion of the Form**

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

**Lines 1, 2, 5, 6 and 7** – should be completed as they currently appear on your birth certificate. For an individual 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 8, 9 & 10** – Please provide your parents' details as they currently appear on your birth/adoption/parental order certificate.

**Line 11** - Should only be completed if you have previously requested a name change from National Records of Scotland.

#### **Signature**

This form must be signed and dated by the person whose name is to be changed. Please sign the form with the name you are currently using.

#### **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

- i. the application is for a change of forename(s) and a change of forename has already been recorded for you since you attained the age of 16.
- ii. the application is for a change of surname(s) and you have had a change of surname(s) recorded during the previous 5 years, or if you have already had 3 changes of surname(s) recorded.

**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 change of name application form.

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](mailto: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](http://www.nrscotland.gov.uk/privacy)*

Last updated March 24



I certify that the particulars overleaf are correct

..... Date: .....

(signature of applicant)

PRINT NAME: .....

Full postal address: .....

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Postcode: .....

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)

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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.