



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

Form 24  
Notes

## GUIDANCE NOTES TO HELP YOU COMPLETE FORM 24

(These notes are not part of the Form 24 prescribed under Section 43(5) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

### A. WHEN TO USE THIS FORM

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

Note – your birth must have been registered in Scotland or there must be an entry in Scotland in respect of you in the Adopted Children Register, the Parental Order Register or the Gender Recognition Register.

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

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

### B. COMPLETION OF THE FORM

Lines 1, 2 and 5–10 should be completed as they appear on your present birth entry. In the case of a person 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 and dated by the person whose name is being changed.

### 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) and/or surname(s) can be obtained.

**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**
  - (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 since you attained the age of 16.**
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 certify that the particulars overleaf are correct

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

*(signature of applicant)*

PRINT NAME: .....

Full postal address: .....

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.



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](mailto: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:

Security Code:

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

**MAESTRO TRANSACTIONS ONLY**

Issue number on card:

Last 3 numbers if Maestro 19-digit card:

**APPLICANT'S INFORMATION**

Name: .....

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

E-mail address: .....

Telephone number: .....