

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

(Section 43(5) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

The following information should be provided as recorded on your Birth/Adoption/Parental Order/Gender Recognition entry.

1. Full forename(s) as recorded at registration

2. Full surname(s) as recorded at registration

3. Date of Birth

4. Place of Birth

5. Mother/parent forename(s) and maiden surname (if applicable)

6. Father/parent forename(s) and surname(s) (if applicable)

7. Date and place of parents' marriage/civil partnership (if applicable)

The information below should represent the changes you require:

8. New full forename(s) **Yes** **No**

9. New full surname(s) **Yes** **No**

Official use only

Signature

Prior to signing, please note that in accordance with legislation, you may be prosecuted if you knowingly give the Registrar General false information.

I certify that the particulars in this application are correct.

Signature:		Date:
Print Name:		
Full postal address including post code		
Daytime Telephone number		
Email address		

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.

Questions 1-7 - Should be completed as they currently appear on your birth entry. For an individual who is the subject of an Adoption, Parental Order or Gender Recognition the forename(s) and surname(s) and parental details should reflect the names currently recorded in the adoption, parental order or gender recognition register.

Question 8 - For forename(s) changes (first & middle names) (if applicable) please print clearly the new forename(s), defining upper, lower case and accented characters.

Question 9 - For surname(s) changes (if applicable) please print clearly the new surname(s), defining upper, lower case and accented characters.

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. An email address for the applicant must be provided.

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 [Scotlandspire](https://www.scotlandspire.gov.uk) website.

Notification of the Change(s)

We will confirm by email when the change of name has been recorded.

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 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.

Enquiries

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

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

Privacy Notice

Our privacy notice details what will happen to your personal information and can be found at [NRS - Registration Privacy Notice \(nrscotland.gov.uk\)](#)