

**APPLICATION FOR RECORDING OF FORENAME(S)  
OR CHANGE OF FORENAME(S) OF CHILD  
UNDER TWELVE MONTHS OF AGE**

*(Section 43(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

**The following information should be provided as recorded on the child's  
Birth/Adoption /Parental Order entry.**

- 1. Full forename(s) of child as recorded at registration
  
- 2. Full surname(s) of child 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)
  
- 9. Date on which new forename(s) was given or changed

**Official use only**

**Parental Responsibilities and Rights**

10. Has a court made an order to give or remove from any person parental responsibilities and rights for this child? If yes, please enclose a copy of the court order. **Yes**  **No**
11. Has a Parental Responsibilities and Parental Rights Agreement been made under section 4 or section 4A of the Children (Scotland) Act 1995 relating to this child? **Yes**  **No**   
If yes, please enclose a copy of the agreement.

**Signatures**

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

**I/We certify that the particulars in this application are correct.**

**Applicant one**

<b>Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		
<b>Relationship to Child</b>		
<b>Full postal address including post code</b>		
<b>Daytime Telephone number</b>		
<b>Email address</b>		

**Applicant two (if applicable)**

<b>Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		
<b>Relationship to Child</b>		
<b>Full postal address including post code</b>		
<b>Daytime Telephone number</b>		
<b>Email address</b>		

## **Application for recording or changing forename for a child under 12 months of age**

### **Guidance Notes for Completion of Form 21**

**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?**

This application can be used where, within 12 months up to and including the date of the birth of the child, the forename in which the child was registered is to be changed or, if the child was registered without a forename, a forename is to be given to them and this application is delivered to the Registrar General within two years from the date of the birth of the child.

**If a change of forename AND surname or a change of surname ONLY is required, you should complete a Form 23 instead.**

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

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

**Questions 1-7** - Should be completed as they currently appear on the child's birth/adoption entry. For a child who is the subject of a Parental Order the forename(s) and surname(s) and parental details should reflect the names currently recorded in the parental order register.

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

**Question 9** - Please include the date when the new forename(s) was given.

**Question 10** - Please advise if a Court Order has been made to give or remove from any person parental rights and responsibilities for this child.

**Question 11** - Please advise if a Parental Responsibilities and Parental Rights Agreement has been made in relation to this child under section 4 or section 4A of the Children (Scotland)

A copy of Court Orders or the Parental Responsibilities and Parental Rights Agreement should accompany your application.

#### **Signatures**

This form must be signed by the qualified applicant(s).

A qualified applicant means –

- a) where only one parent has parental responsibilities and rights 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 regardless of whether they have attained the age of 16 years.

\*If the signatures of both parents are unobtainable then the application will not proceed without an accompanying Court Order or other supporting documentation.

### **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.

### **Notification of the Change(s)**

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

### **Purchasing a New Birth Certificate (an 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 to: - National Records of Scotland, Change of Name Unit, New Register House, Edinburgh, EH1 3YT

### **Limitations**

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

### **Enquiries**

For any enquiries regarding this application form or the change of name service in general, please contact the Change of Name team directly at [namechange@nrscotland.gov.uk](mailto:namechange@nrscotland.gov.uk)

### **Privacy Notice**

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