

## Guidance on changing your name on the register<sup>1</sup>

If you wish to change your name on the register you will need to send copies of the following information to CNHC:

Either

- a copy of your marriage certificate or civil partnership certificate

or

- a copy of your divorce certificate or civil partnership dissolution certificate, together with a copy of your birth certificate

or

- If you have changed your name for a different reason, you will need to provide one of the following documents to provide evidence of the change in name:
  - A letter from a responsible person, such as a GP, solicitor, minister, priest or MP. The letter should state that the person has known you in both names and that the change of name is to be used for all purposes.
  - If you have recorded your name change by placing an advertisement in a local or national newspaper stating that you have stopped using your previous name and have assumed a new one, a copy of the advertisement
  - A copy of a deed poll confirming that your name has been changed
  - A statutory declaration stating your intention to abandon your old name and adopt a new one.

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<sup>1</sup> Some of this guidance has been taken from the Citizen's Advice Bureau Advice Guide which can be found at [http://www.adviceguide.org.uk/index/your\\_family/family/change\\_of\\_name.htm#ofchangeof](http://www.adviceguide.org.uk/index/your_family/family/change_of_name.htm#ofchangeof)