



UK DEED POLL OFFICE  
LEGALLY CHANGE YOUR NAME

# *Top Tips For Changing Your Name*

# Top Tips For Changing Your Name



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Top Tips For Changing Your Name  
Revised edition

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## Plan it out

Think of lead times, trips or significant events to help you find out when to initiate and when to prioritise your photo ID (driving licence and passport).

Tackling batch stuff helps you to initiate a variety of name change requests in parallel via post, email, online or over the phone with a mix of your supporting documentation form i.e. original approved, scanned etc.).

## Invest in some envelopes & stamps

We suggest that you include, as a general rule of thumb, a Self-Addressed Envelope (SAE) A5 envelope with a large stamp to allow your documents to be returned quickly. Original certificates are really very precious, so for extra assurance, consider tracked/special delivery via Royal Mail.

## Colour it up

Printing these instructions? We recommend doing so in colour - many find it easier to follow.

- Letters can be printed in black & white. Forms can be printed in black & white or in colour.
- We recommend signing and completing any additional fields on your forms and letters, using black ink.

## Questions?

Don't hesitate to get in touch via online chat or email: [support@ukdeedpolloffice.org](mailto:support@ukdeedpolloffice.org) with any questions- we are always happy to help!





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# And now for your Personalised Instructions!



## Sample Email Copy

SUBJECT: NOTIFICATION OF CHANGE OF NAME

REF/ACCOUNT NUMBER:

I am contacting you to inform you that I have changed my name after **marriage certificate/ civil partnership registration/ deed poll** and to request that my details for my **xxx account** and any other accounts/records associated with your company need to be amended accordingly.

My name currently on file is:

Former name: <<**oldname**>>

Please change your records to reflect my new name, which is:

New name: <<**newname**>>

I attach a scanned copy of my **marriage certificate / civil partnership registration/deed absolute / deed poll**. Please contact me by return email: <<**email**>> if you require any additional information.

Yours faithfully,  
James Darvin Cohen





# Top Tips for Changing your Name

## Do your Copies

Ok, so this is perhaps one of the most important elements to changing names.

*Which companies need to see an original [marriage certificate/ civil partnership registration/ decree absolute/ deed poll](#) and which companies will accept copies?*

Here's a quick summary of the types of copies you will find described in your instructions and any associated letters/forms:

**An Original** - An official wedding celebrant, registry office, divorce court, deed poll provider or solicitor issues this. It is issued on official paper, and has an ink signature on it as a custom. It is possible (and extremely helpful) to have more than one original copy

**A Certified Copy** - The next best thing. This is a photocopy that is verified to be a true copy of the original, which an approved figure must see and sign. For more details on who can certify a copy please refer to our [FAQ's](#)

**A Copy/Photocopy** - It's easy to obtain using a standard printer or photocopier. We suggest using an A3 photocopier and getting help if necessary to change the size to A4 for marriage certificates. It needs to be concise and legible.

**A Scanned Copy/Photograph** - An electronic copy of your document to be attached to email/webchat/in-app scenarios. It needs to be clear and legible and of reasonable (circa 25MB) size. It should be saved in a standard compatible format such as PDF, JPEG, GIF, TIF/TIFF, PNG

*You need what is covered in the next few pages of this instructional guide which is based on careful research and liaison with several government bodies. Please don't be tempted to ignore any stipulation for the 'original document' - it will undoubtedly result in a rejection and wasted time, effort and expense.*





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## British Passport

Changing your name requires a new passport to be issued - this is known as a Passport Renewal. Sadly, this is the only Government body that charges you a (full) fee to change your name. It costs £75.50 to renew or replace your passport online, or £85.00 via the paper form. There is an additional fee payable of £9.50 if you use the Post Office's Passport Check and Send service, available at larger post office branches.

Online applications are the quickest way to obtain a new passport. The current turnaround time during COVID is 3-4 weeks for online applications, longer (several weeks) for paper applications.

Passports will be issued and dispatched first, supporting documents returned up to 10 days later. This is due to current mailroom backlogs and capacity constraints faced by the Passport Office during this difficult period. Turnaround times have continuously improved over recent months.

There are two ways that you can renew a British Passport - online or via post.

### ONLINE OPTION:

The government has invested considerable effort into improving the online application process, which has dramatically reduced errors and returned passport application rates.

Online applications **can only be made** through the official .Gov portal:

<https://www.gov.uk/apply-renew-passport> there are no other digital means to complete a passport application.

You will need passport approved photographs on file to upload with your application. You will also be asked to send off your old passport together with your original [marriage certificate/ civil partnership registration/ decree absolute/ deed poll\\*](#)

At the end of your application, you will be provided with an application reference number and given the details of the local/assigned passport office to send off your old passport and supporting documentation to.

[\\*Note deed poll \(change of name deed\) needs to be accompanied by an additional document in your new name such as a bank statement, driver's licence or voters card.](#)

### POSTAL OPTION:

If you prefer to complete a paper form, you can pick up a passport application form at your nearest large post office (note most small local post offices do not hold passport renewal forms).





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A detailed guide to completing your application can be found here:

<https://www.gov.uk/government/publications/applying-for-a-passport>. This guide is also included in the paper passport application form.

If you have opted for the UKDeedPollOffice.org Print Package, we will include a passport renewal form in your pack.

You must complete your application using a black biro and stay within the boxes. Some people prefer to start with a pencil to reduce the risk of errors.

Tips to complete your passport renewal application form:

- Section 1: Please tick 'New name' under the last option 'Changes to your existing passport'
- Section 2: Please complete this with your new name and title, and in the third line, list your previous/maiden name.
- Section 3: Please complete section **3A** and **3B only**. Do not complete lost or stolen passport part of section 3.
- Section 4: Please complete this section
- Sections 5, 6, 7: You do not need to complete these sections
- Sections 8:
  - (1) This section should be completed if you would like to use your maiden name professionally
  - (2) or if you are changing the spelling or removing a middle name

We recommend you use the following guidance received from the passport office when making a statement here:

- (1) Please make the following statement: 'I am using my maiden name professionally. Please keep an observation in my passport'
  - (2) Please make a statement similar to the following: 'I no longer wish to use my middle name/I have changed the spelling of my first name and attach a deed poll as documentary evidence'
- Section 9: Please sign (and date) the declaration in your new name
  - Section 10: You do not need to complete this section

Please send off your completed application form together with your supporting documentation eg: original: [marriage certificate/ civil partnership registration/ decree absolute/ deed poll\\*](#)

[\\*Note deed poll \(change of name deed\) needs to be accompanied by an additional document in your new name such as a bank statement, drivers licence or voters card.](#)

Please see page 18 for a full list of what evidence you need to include, depending on the reason for your name change: <https://www.gov.uk/government/publications/applying-for-a-passport>. Finally please send the correct fee (it will be more if you want your







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original documents returned to you by secure post) details of payment options can be found on pages 21 & 26.

Final Note: UKDeedPollOffice.org strongly recommends you use the Post Office Check and Send service to have greater assurance that your passport application will not only be accepted but also will go through a speedier process queue. You can also pay for your passport by card at the post office counter. Alternatively, if you prefer to do this by post, you will need to complete your payment details on page 26 of the booklet and include in this your application.

## Civil Service Pensions

You will need to complete one of their on-line Member Forms found at:

<https://www.civilservicepensionscheme.org.uk/members/member-forms/>. Print off the applicable form to you and complete in black ink, attaching an original or certified copy of your marriage certificate/ civil partnership registration/ decree absolute/ deed poll and post to: Civil Service Pensions, PO Box 2017, Liverpool, L69 2BU

## DVLA - Driving Licence

**IMPORTANT NOTICE:** The DVLA is still working through the backlog of name/address change applications that have been sent since the beginning of the Covid 19 Pandemic. Please expect a delay of 4+ weeks before your new driver's licence is delivered. Your original documents will be posted back to you before you receive your new driver's licence. Any direct queries can be made to DVLA, no earlier than 3 weeks after posting [your D1 application:](#)

<https://www.gov.uk/contact-the-dvla/y/driving-licences-andapplications>

There are two steps to changing your name on your photocard driver's licence:

**STEP 1:** You will need to complete a paper D1 Driving Licence application form in black ink. You cannot change your name on your photocard licence online. It is not currently possible to order a D1 form from the DVLA, but you can pick up a D1 at most large post offices - to find out which branches stock D1 forms near you, please use their branch locator. Type in your post code and select 'DVLA Photocard Renewal':

<https://www.postoffice.co.uk/branch-finder>.

If you have opted for a UKDeedPollOffice.org Print Package, a D1 paper application form will be included in your pack.

- Complete Section 1: Tick box 'to change my name on my licence' only





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- Complete Section 2: With your new name and title in the first main boxes and your previous name in the large box below it
- Complete Section 5B: Tick box with evidence type you are enclosing and any associated document reference or serial numbers. Sign Section 7: In your new name!

**You do not need to complete any other sections if you have no other changes e.g. eyesight, health, lost, damaged or have an old paper licence.**

**STEP 2:** A cover letter has been generated in your pack which you can send off to the DVLA together with:

- D1 Application form (completed sections 1, 2 & 7 and signed in your new name)
- Your current photocard driving licence
- Your original copy of your [marriage certificate/ civil partnership registration/ decree absolute/ deed poll](#).

Your original copy of your marriage certificate/ civil partnership registration/ decree absolute/ deed poll.

You will receive your driving licence and identity documents back separately via second class post. We recommend you include a self-addressed special delivery envelope which you can get from the post office and keep note of the tracking number. You should receive your driving licence within 3 weeks. You may continue to drive without it as long as you don't have any driving convictions, medical or any other restrictions.

#### **Additional Point of Clarification - verified by the DVLA**

If you already have a photocard licence, you DO NOT need to attach new photographs or provide any additional identification.

If you do not have a photocard licence, you DO need to include passport photographs (certified) and a recognised piece of identification which can be in either your old or new name, as long as the address and other details are the same and there is a clear link to your old and new names.

If you have already updated your BRITISH passport then complete Section 5 - you will not need to check anything in 5B or send anything off as evidence, your passport number will suffice.





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## DVLA – Vehicle Registration

Please send the letter that has been generated in your pack, together with your whole V5C. The section you will need to complete depends on the type of Log Book you have:

**For new-style logbooks** (multi-coloured numbered blocks on the front) logbook:

- Write the new name in full in section 3 - do not give initials
- Send the whole logbook to the DVLA address in section 3

**For old-style logbooks**

If you have the older style logbook without the multi-coloured numbered blocks on the cover, you need to:

- Write the new name in full in section 6 - do not give initials
- Sign and send the whole logbook to the DVLA address in section 8

**Do not tick the 'new keeper' box on the older style form.**

Please send it off, together with the cover letter and a photocopy of your marriage certificate/ civil partnership registration/ decree absolute/ deed poll.

You'll get a new V5C for free, usually within 4 -6 weeks.

### LOST YOUR V5C?

If you have lost your V5C form you will need to provide the DVLA replacement V62 [form: https://www.gov.uk/government/publications/application-for-a-vehicle-registrationcertificate](https://www.gov.uk/government/publications/application-for-a-vehicle-registrationcertificate). You may also request a V62 form from larger post offices.

Complete the V62 in your new name and attach a generic letter from your UKDeedPollOffice.org pack which explains your recent name change, showing your old name and your new name. Please be read the instructions on the form and note section C as there will be a **charge of £25 due to the loss of the V5C**.





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## HM Revenue and Customs

There are two ways that you can update your name with HMRC - either online or via post.

HMRC will update your personal records for:

- Income Tax and National Insurance
- Tax Credits and Benefits, including Child Benefit
- Services including Government Gateway and the Pension Service

### ONLINE OPTION (You will need your Government Gateway ID)

- You can do this online at:  
<https://online.hmrc.gov.uk/shortforms/form/PAYENICoC>
- OR use your [HMRC online account](#) if you're registered for Self-Assessment

NOTE: You need to update both forms if both apply to you.

### POST OPTION

- Complete the remaining fields on the Change of Details form in your pack.
- Send this form and the letter generated in your pack, together with your original [marriage certificate/ civil partnership registration/ decree absolute/ deed poll](#). Please include an SAE for safe return.

## Irish Passport (guidance)

The quickest and easiest way is to do so online. Detailed guidelines on how to apply for your [passport/passport renewal](https://www.dfa.ie/passports/how-to-apply-for-a-passport/) can be found here: <https://www.dfa.ie/passports/how-to-apply-for-a-passport/>

We have summarised the key points surrounding both options below. There are 2 ways to apply/renew an Irish Passport:

- 1) **Complete a Paper Form** - You can also apply using a relevant paper form - APS 1, APS, etc the specific form you need and how to obtain one depends on where you live. Please refer to the following link to obtain paper application forms: <https://www.dfa.ie/passports/forms-documents/>. The current processing time for paper application forms is around 6-8 weeks.
- 2) **Apply Online** - You can apply online here <https://passportonline.dfa.ie/Apply/Passport>.





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After you have applied online you will get an email with a link to click on Print off the cover page. There will be a postal address of where to send your marriage certificate and current passport if it is still valid.

The turnaround time is an estimated 10 working days from the date the passport office receives your documents. The supporting documents will be sent back after your passport has been issued.

The cost of the passport is €75 for those who live in Ireland. If you live outside the island of Ireland there is an additional postal fee of €15.

**A note on Observation Requests** - For those wishing to have their maiden name (known in this instance as your 'birth certificate name') noted due to for example if they are keeping their maiden name professionally the following steps should be taken: Please include an observation request on the form and include your original birth certificate with your application.

## Land Registry using a Marriage Certificate or a Decree Absolute: Requires Form AP1 ONLY

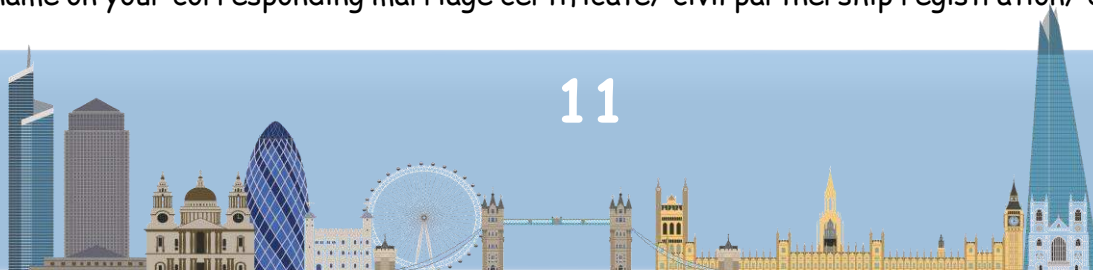
Please send the letter that has been generated in your pack, together with the Form AP1 and a certified copy of your marriage certificate/ civil partnership registration/ decree absolute. You will need to complete a few remaining fields in the **Form AP1** in your pack:

- Section 2: Please add your property title number.
- Sections 8-14: Leave blank. These are not required for a standard name change application.
- Section 15: Please sign in your new name. You do not need a countersignature from a conveyancer or mortgage (charge) lender.

Please send the completed form AP1 together to:

HM Land Registry  
Citizen Centre  
PO Box 74  
Gloucester  
GL14 9BB

There is no fee for this type of application. You do not need to send an ID1 to support your request after marriage or divorce - the Land Registry will accept the old and new name on your corresponding marriage certificate/ civil partnership registration/ decree





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absolute. **Originals will not be returned.** For details on how to obtain a certified document please visit: <https://www.gov.uk/certifying-a-document>.

If you have any questions beyond this guidance you may contact the Land Registry support line on: 0300 006 0411 or refer to the detailed guidance notes which can be found [here: https://www.gov.uk/government/publications/change-the-register-ap1/guidance-completingform-ap1](https://www.gov.uk/government/publications/change-the-register-ap1/guidance-completingform-ap1)

## Land Registry using a Deed Poll: Requires Form AP1 & ID1

Please send the letter that has been generated in your pack, together with the form AP1 (see above instructions), and the ID1 form also included in your pack.

Please send the completed forms AP1 & ID1 together with a certified copy of your deed poll to:

HM Land Registry  
Citizen Centre  
PO Box 74  
Gloucester GL14 9BB

### Further Information:

Evidence of identity on form ID1 in the new name will need to be verified at either a Land Registry Contact Centre or by a conveyancer. Details of Land Registry contact centres and how to book an [appointment can be found here:](https://www.gov.uk/government/organisations/landregistry/about/access-and-opening)

<https://www.gov.uk/government/organisations/landregistry/about/access-and-opening>

Copies of official documentation to establish a link between the person named on the deed poll and on the register, for example, a drivers licence, passport or utility bill in the former name will need to be shown to either the conveyancer or the agent at the Land registry contact centre, who will complete the remaining fields on both forms AP1 & ID1.

In addition to the above, please take both forms AD1 & ID1 and two passport photographs with you to your appointment to complete form ID1 (see form ID1 in your pack for more details)

There is no fee for this type of application, however, you may be charged a small fee by a conveyancer or solicitor to verify and complete form ID1.





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## Passport before marriage ceremony

You can change your name on your passport up to 3 months before the ceremony. **Your old passport will then be cancelled.**

The new passport is 'post-dated' which means it is valid from the date of your ceremony and you can't use it before the ceremony. Some countries won't issue visas for post-dated passports so do check with the country's consulate before booking any travel to exotic locations.

To renew your passport you can either:

- Apply using a standard passport application form which you can pick from any Post Office branch. You will also need to send the letter that has been generated in your pack. This is the Post-Date Form 2 (PD2). The religious minister or registrar, who will conduct the ceremony, must sign this. You need to sign it as well with your current name and signature.
- Apply online at <https://www.gov.uk/apply-renew-passport>.

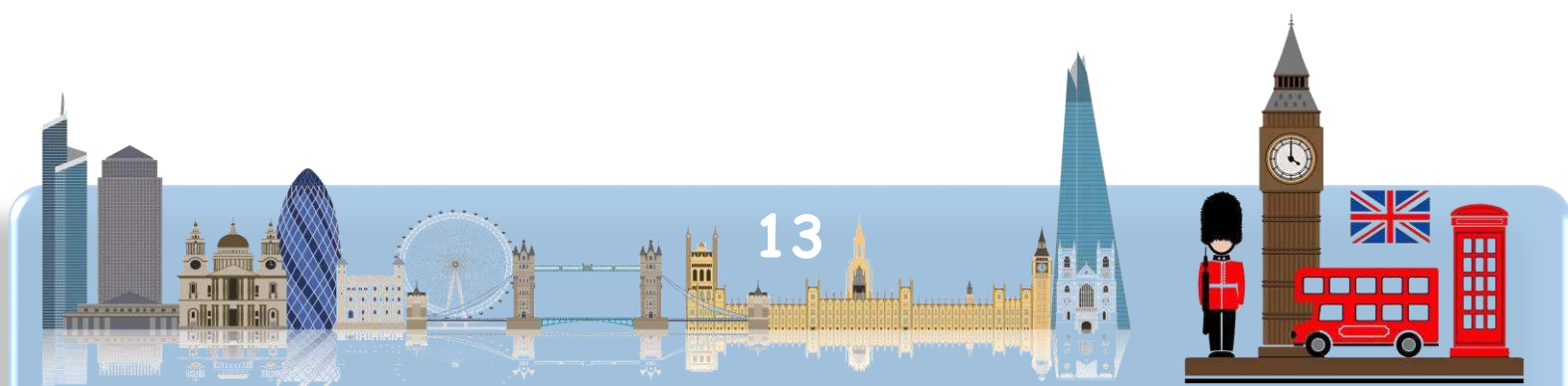
If the ceremony does not go ahead for some reason, the passport cannot be used and must be returned to HM Passport Office and you will have to pay for a new passport to be re-issued in your original name.

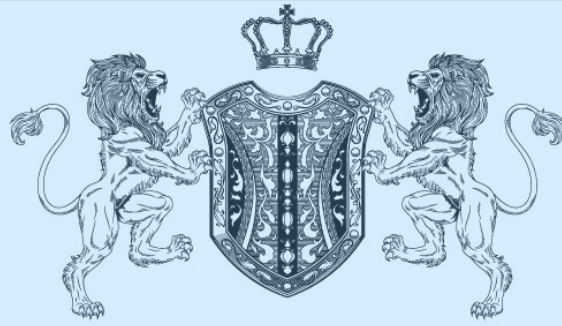
For further details on completing this form, please refer to the guidance booklet prepared by the passport office: [passportsnewlywedscivilpartnershipsPD1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/344444/passportsnewlywedscivilpartnershipsPD1.pdf).

## The Pension Service - State Pension

You can either report the change of details over the phone by calling 0800 731 7898. Please expect a delay in call handling times during this difficult period. You will need your pension plan and national insurance numbers to hand.

Alternatively, you can send the letter in your pack along with an original or certified copy of your [marriage certificate/ civil partnership registration/ decree absolute/ deed poll](#).





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