

PUPIL NAME CHANGE (PARENTAL RESPONSIBILITY) FORM

For a name change to be legal, all persons with parental responsibility for a child must give written consent to the change. If only one person has parental responsibility, then that person may change their child's name unilaterally unless there is a Court Order in force prohibiting such action. In all other cases, the written permission of all persons with parental responsibility must be obtained before a child's name can be changed, unless there is a Court Order which states otherwise. These guidelines also apply to any changes made to double-barrelled surnames.

Parents are strongly advised to obtain documentary evidence of their child's change of legal name in order to enable the child to provide proof of their identity at a later stage in their lives, e.g. when sitting examinations, applying for a passport, getting married, etc.

Current legal name of child: _____

Date of birth of child: _____

Proposed name: _____

Date of proposed change: _____

Please select one of the following statements by ticking the appropriate box:

I confirm that I have sole parental responsibility, that there are no parental responsibility orders in force and that no relevant court orders have been made.

I have attached a letter of consent to the name change/Change of Name Deed, signed by all other persons with parental responsibility.

Signed: _____

Full Name: _____

Relationship to child: _____

Date: _____

THIS FORM IS TO BE RETAINED BY THE SCHOOL