

# Comprehensive Name Change Checklist

## Summary

This checklist provides a step-by-step guide to legally changing your name in the UK. Follow these tasks and tips to ensure a smooth process. Use the checkboxes to track your progress.

## What You'll Need

- A template from Charles Burgess for your deed poll.
- Two independent witnesses over 18 (e.g., colleagues or neighbours).
- Proof of identity, such as a passport or driving licence.
- Certified copies of your deed poll for backups (solicitor services can help).
- A list of organisations you need to notify (e.g., bank, DVLA, HM Passport Office).

## Checklist of Tasks

- Decide if you need an unenrolled or enrolled deed poll.
- Research and obtain a legally valid template from Charles Burgess.
- Ensure all details, such as your new and old name, are accurate.
- Double-check the document for errors before proceeding.
- Sign the deed poll in front of two independent witnesses.
- Ensure witnesses include their name, address, and occupation on the document.
- Store the original deed poll in a safe place (e.g., fireproof safe).
- Make at least three certified copies for backup.

## Updating Official Records

Notify the HM Passport Office and apply for a new passport:

Complete the passport application form with your new name.

Attach your deed poll as proof of name change.

Submit a recent photo and applicable fee.

Allow up to 6 weeks for processing.

Update your driving licence with the DVLA:

Complete the driving licence application form.

Attach your current licence and deed poll.

Allow 2-4 weeks for processing.

Inform your GP surgery to update NHS records:

Provide a certified copy of your deed poll.

Ensure they update any referrals or prescriptions.

Notify your bank, providing a certified copy of your deed poll:

Bring a valid photo ID (e.g., passport or driving licence).

Complete any required name change forms at the branch.