

change of name by deed poll



flac

promoting access to justice

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A person who wants to change their name can do so by Deed Poll. This includes their full name, forename, surname and middle name. They must be over 18 years of age. **No solicitor is required.** All information regarding this procedure can be obtained from:

The Judgments Section

The Central Office of the High Court

Four Courts, Dublin 7

Tel: 01-888 6864/888 6507/ 888 6508

Email: deedpollquery@courts.ie

Children

Children **aged between 14 and 18 years** can execute a Deed Poll with the consent of both parents. Where a child is **under the age of 14 years** a mother/guardian must execute the Deed Poll on his/her behalf with the consent of the father. If the father's consent is not available, you need to contact the Judgments Section of the Central Office of the High Court to explain the situation and they will give you advice as to how to apply in these circumstances.

Non-Citizens

If a person is not an Irish citizen and wants to change his or her name, he/she will need to contact the Change of Name Licence Section at The Department of Justice, Equality and Law Reform in order to obtain a licence for the Deed Poll:

Change of Name Licence Section

General Immigration Section

The Department of Justice, Equality and Law Reform

13-14 Burgh Quay

Dublin 2

Tel: 01-616 7700

Email: info@justice.ie

Documents for change of name by Deed Poll

The documents that will be needed for a change of name by deed poll are:

1 The Deed Poll

The Deed Poll must be printed on Deed Paper, or a good quality strong paper. This paper can be purchased from any legal stationers. There is one in the Four Courts Building called Legal and General Printers and Stationers.

2 The Affidavit of Attesting Witness

The Affidavit of Attesting Witness is a sworn statement made by somebody who witnessed the signing and sealing (filling out) of the Deed Poll by the person who wants to change his or her name. This affidavit must be lodged together with the Deed Poll.

3 The Original Birth Certificate

The Original Birth Certificate must also be lodged together with the Deed Poll and the Affidavit of Attesting Witness.

Steps for change of name by Deed Poll

The first step when applying is to go to the Judgments Section in the Central Office of the High Court in Dublin and ask for the necessary documents for change of name by Deed Poll. These are not available online.

The Judgments Section of this Central Office will provide examples of name change applications in order to help people fill out the documents. Staff in the Judgment Section will also explain the best way to go about applying in any individual case.

The next step is to return again to the Judgments Section with the completed documents. There is a charge of €32 stamp duty as an enrolment fee. The staff in the Judgments Section will now tell you if everything is in order and how to get to the Stamp Office at Aras Ui Dalaigh, Inns Quay,

Dublin 7 to pay the stamp duty. This building is near the Four Courts.

There is no stamp duty payable on the Affidavit of Attesting Witness but if an extra affidavit is needed (this is known as a *supplemental affidavit*) there will be a further stamp duty charge of €17. This supplemental affidavit is sometimes needed when applying for a name change on behalf of a child.

Important: all documents must be lodged with the Judgments Section of the Central Office of the Four Courts **by hand**.

They will not accept or return documents by post.

Examples of changes of name by Deed Poll

- 1 Where a child is registered at birth as, say, Mary Anne but is called Hannah, she might want to change her name by Deed Poll so that all future documentation, like her passport and educational certificates, will show her name as Hannah and thus prevent any confusion.
- 2 Where a child was registered at birth under his/her mother's surname and wants to change to the father's surname, e.g. John *Brown* now wants to change his surname by Deed Poll to his father's surname of *Hill*, so that he now becomes John *Hill*.
- 3 Where a child is under the age of 14 years and has been registered at birth in the mother's name, the mother can apply to have the child's surname changed to the father's surname. The consent of the father is required and this will be part of the information needed in the Deed Poll application.
- 4 If a child is aged between 14 and 18 years and wants to adopt a new surname, he/she can execute a Deed Poll changing his/her surname but will need the consent of both parents.

notes

FLAC Mission Statement:

FLAC is an independent human rights organisation dedicated to the realisation of equal access to justice for all. It campaigns through advocacy, strategic litigation and authoritative analysis for the eradication of social and economic exclusion.

While every effort has been made to ensure the accuracy of this leaflet, it is provided for general legal information only and is not intended as a substitute for legal advice. FLAC does not accept any legal liability for the contents of this leaflet. Persons with specific legal problems should consult a solicitor.

Funded and supported by

Citizens **Information** Board



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Dublin 1

LoCall: 1890 350 250

Tel: 01 874 5690

Email: info@flac.ie

Website: www.flac.ie