

## LIVERPOOL HOPE UNIVERSITY

### **Q. Why do I need to notify you if I change my name?**

Many colleagues have reason to change their names. If you are planning to do so, please remember to notify us in good time. You should ensure you also notify your bank so that your salary goes into the correctly named account.

### **Changing your Name**

You don't have to follow a legal procedure if you want to start using a new name. However, you might need a 'deed poll' to apply for or change official documents, like a passport or driving licence.

A deed poll is a legal document that proves a change of name. To change your name by deed poll you can:

- [download the appropriate form](#) from the Ministry of Justice website
- create your own deed poll
- find a specialist agency or a solicitor

You may have to pay a fee to change your name by deed poll.

### **Changing your name after marriage or civil partnership**

You don't need a deed poll if you want to take your partner's surname or double-barrel your surname after getting married or entering into a civil partnership. Please bring your original marriage or civil partnership certificate into Personnel. We will take a photocopy for our records and update your ID card. We will then inform the following departments:

- Salaries Office, who will update payroll, HMRC and pension records.
- IT Services, who will amend your email address. Your user name will remain unchanged when you log in to your account, but your email address will be amended to contain your new name.

### **Changing your name after divorce or ending a civil partnership**

After getting divorced or ending a civil partnership, you may be able to go back to your original name by presenting either:

- your marriage certificate and your decree absolute
- your civil partnership certificate and your final order

Some organisations may not agree to change your name back without a deed poll.

## **Changing your name with official agencies**

You may also need to send a copy (or original) of your marriage or civil partnership certificate to record holders, with a covering letter, and your documents and records will be changed for free to show your new surname.

If you are not a British or EEA citizen, you should report any change in personal circumstances to Liverpool Hope University and the UKBA as soon as possible.

## **Passports: change your name and personal details**

To change your name or other personal details on your passport, you should send the standard passport application form with evidence about the change. You will be charged for changing your name on your UK passport.

## **Driving licence fees**

The DVLA do not charge to amend your driving licence, but there is a £20.00 fee if you are a photocard licence holder and want to change your photo at the same time. There is no charge for changing your name on your V5C vehicle registration certificate (log book).

## **Tell HMRC/Tax Credit/Child Benefit about a change of name or address**

Please click on following link:

<http://www.hmrc.gov.uk/report-changes/individual/name-address.htm>

## **Application by the natural parents for the re-registration of their child's birth following the parents' marriage.**

If you are the child's natural parents and are now husband and wife, you must fill in the details and sign the form, which can be downloaded on the following link:

<https://www.gov.uk/government/publications/application-to-re-register-a-childs-birth-following-marriage-of-natural-parents>