
Deed Poll Signing Instructions

Your Signatures:

When signing your Deed Poll, you will need to sign it using both your current and new names. Both signatures must be present for your Deed Poll to be validated. These will appear near the bottom of your Deed Poll as follows;

Signed and delivered as a Deed by;

John Smith

[Sign Here]

Formerly John Doe;

[Sign Here]

The Witness Signature:

A witness signature is needed to finalise your Deed Poll. The only criteria for this are that **the witness must not be related to you and cannot be living with you**. A neighbour, colleague or friend fitting this description would be an ideal witness.

The witness must sign the document as follows;

IN THE PRESENCE OF THE FOLLOWING WITNESS
NAME *[print name in BLOCK CAPITALS]*

Witness signature *[witness sign here]*

Address *[witness place their address here]*

Occupation *[witness place their occupation here]*

Dating Your Deed Poll:

The Deed Poll must also be dated with the date on which it was signed. This appears as follows;

In witness I have signed this Deed with my former and adopted names of

John Doe and John Smith on ___ / ___ / ____

Once the Deed Poll is signed in accordance with the above requirements, it becomes a legal change of name. You can now send copies to organisations such as the DVLA and the Passport Office to have your new name recognised everywhere.

What Do I Do Now?

Now that you've had your Deed Poll signed, dated and witnessed, you've legally changed your name. The next step is to notify any official body that holds your name. Some of the most important ones includes:

- The DVLA
- The Passport Office.
- Your bank or building society.
- Your internet provider
- Providers of other utilities, such as water, gas and electricity.
- Your phone contract provider, such as EE or O2.

Updating all your records can be a time consuming procedure, we can help with our Easy Name Change Kit.

Easy Name Change Kit

This can be quite an onerous task, the process is simpler if you use the change of name kit found here:

www.deedpolls.com/easy-name-change-kit/

There are over **500 companies** listed making this so much easier.

You just enter details of your **new name** and this will create **all of the letters** for you.

Deed Poll Checking & Archive Service

Why not have your Deed Poll professionally checked for **only £7.50** simply visit the page below. We will thoroughly check your Deed Poll to insure no mistakes have been made, minimizing any delays.

www.deedpolls.com/checking/

Included is **Free archive storage** of your Deed Poll so if you need more copies later we will have a copy ready for you.

'I ordered a Child Deed Poll, is the process different?'

For the most part, the process is the same, however you will need to have the people with parental responsibility sign the Deed Poll for it to be effective. If one party refuses to consent to the change of name, then the change of name cannot be effective. If there is only one person with parental responsibility, then you will only need their signature - you would also only need to put the name of the single person with parental responsibility on the document.

If you have any questions regarding what has been mentioned, please use the details below to get in touch.

Phone Number:

020 8150 2010 - (8am to 5:30pm, Monday to Friday)

Email Address:

enquiries@deedpolls.com