



Education Resources

Change of pupil surname Pupil aged 16 years and over

You can complete this change of pupil name form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to your child's school.

1. Your details

Name on birth certificate

Place birth registered

Date of registration

Date of birth

Current address

School attended

Proposed new surname

2. Proof of name change

Please detail what proof of change of name you are providing

Please tick as appropriate ✓

New birth certificate (if birth registered in Scotland)

Deed poll certificate (if birth registered outwith Scotland)

If you cannot provide documentation regarding your change of name, please go to section 4.

3. Reason for change of name

Please give the reasons for changing your surname

4. Additional information

Please provide any additional information you think we should be aware of when considering your application (please use separate sheet if necessary).

Signature of applicant

Date

A record of your original surname as well as your new surname will be retained on school records.

Please present this completed form to your school with any appropriate documentation.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone: 01698 454545 Email: education@southlanarkshire.gov.uk

For school use only

- | | |
|--|--|
| Original birth certificate seen and copy retained | Yes
<input type="checkbox"/> |
| New birth certificate seen and copy retained (if birth registered in Scotland) | <input type="checkbox"/> |
| Deed poll certificate seen and copy retained (if birth registered outwith Scotland) | <input type="checkbox"/> |
| Date application received | <input type="checkbox"/> |

Decision on application

- Change name in SEEMiS surname field**
- Use “known as” field**

Please give full details of reasons for making decision. If exceptional circumstances apply - please explain.

Signature of person making decision

Date

Designation

Date changed in SEEMiS (include copy of change of name history page from SEEMiS)

Signature of person completing change