



Education Resources

## Change of pupil surname Pupils aged under 16 years

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. Pupil's details

Name on original birth certificate

Place birth registered

Date of registration

Date of birth

Current address

Establishment attended

Proposed new surname

### 2. Applicant's details

Relationship to pupil

Name

Address

Phone number

Email address

### 3. Proof of change of name

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)

### 4. Parental rights and responsibilities

Do you (the applicant) have parental rights and responsibilities for the pupil named above?

Yes  No

Does anyone else have parental rights and responsibilities for the pupil named above?

Yes  No  If No, please go to section 6.

If yes, please provide full details of the person(s) holding parental rights and responsibilities for the pupil below:

Relationship to pupil

Name

Address

Phone number

Email address

Does this person consent to the change of name for the pupil?

Yes  If yes, please ask this person to complete the declaration of consent below.

No  Don't know  If no, or don't know - please go to section 5.

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#### Declaration of consent

I (*insert name*) \_\_\_\_\_ being the (*insert relationship to child*) \_\_\_\_\_  
of (*insert name of child*) \_\_\_\_\_ hereby consent to the change of name for  
(*insert name of child*) \_\_\_\_\_ to (*insert new name*) \_\_\_\_\_.

Signature

Date

Please note: the establishment will verify consent with the above named person before considering this request.

## 5. Consent not given / not obtainable

If the other person holding parental rights and responsibilities for the pupil does not consent to the new surname, or there are reasons why their consent cannot be sought, please provide full details below:

## 6. Reason for change of name

Please give the reasons for changing the child's name

## 7. 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**

**Please note**

- This form must be presented to your child's school with any appropriate documents.
- A record of the child's original surname and the new surname will be retained on the pupil's school record.

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](mailto:education@southlanarkshire.gov.uk)

## For school use only

**Original birth certificate seen and copy retained**  
(if birth registered outwith Scotland)

Yes

**New birth certificate seen and copy retained** (if birth registered in Scotland)

**Deed poll certificate seen and copy retained**

**Date application received**

**Date consent in section 4 verified**

## 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**