

GUIDELINES FOR CHANGE OF NAME FOR ADULT (MAJOR)

Notice for advertisement by individual in the Gazette of India Part-IV regarding
Change of Name, addition or deletion of surname etc.

The following documents are required for publication of advertisement in the Gazette of India Part IV.

- (i) An Undertaking duly signed by the applicant
- (ii) Original Newspaper
- (iii) Prescribed proforma in duplicate duly typed with signature of applicant and two witnesses.
- (iv) C.D. containing the print matter without witness portion in MS Word and type old name in place of signature.
- (v) Two self attested passport size photographs and photocopy of ID proof (self attested).
- (vi) A certificate duly signed by the applicant declaring therein that the contents of hard copy and soft copy are similar.
- (vii) Request letter along with the requisite fee.

The person attaining the age of 18 yrs. and above who wishes to get his/her change of name published in the Gazette of India Part-IV has to comply with the following formalities prior to publication of such advertisement.

1. Change of name should be advertised in one of the daily local leading newspaper stating therein Father's / Husband's name along with residential address and forward it in original to this Department.
2. An Undertaking duly signed by the applicant showing therein **his/her old and new name along with full details of father's / husband's name with residential address declaring that the facts stated therein are true & correct to the best of his/her knowledge and belief.** In case of individuals working with Central Government, they may submit Deed for change of name in accordance with the Ministry of Home Affairs O. M. No. 190016 / 1 / 87-Estt. dated 12/03/1987. Specimen deed is attached. In case of Indians living abroad, he / she will submit deed duly attested by the respective Indian Embassy / Indian High Commission, in original to this Department.
3. Printing matter as prescribed in the attached specimen duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his / her old name, with two witnesses in duplicate should be submitted along with Soft Copy (CD MS Word). The Proforma must be computer typed.
4. The applicant is required to submit two self attested passport size photographs along with application with all the requisite documents containing two passport size photographs and copy of photo ID proof, both duly self attested.

5. The printing charges for publication of change of name is Rs. 850/- only (upto 31.3.2015). However if the individual having more than one name wants to change his / her name for which he / she is required to submit the prescribed proforma for change of name duly filled in for this purpose. Rs.1100/- (upto 31.3.2015) would be charged. The same amount i.e. Rs.1100/- (upto 31.3.2015) will also be charged for publication of Public Notice in the prescribed format. The amount will have to be submitted or remitted in advance in cash or by Demand Draft / India Postal Order drawn in favour of the 'Controller of Publications' and payable at Delhi. The applicant will be supplied one printed copy of the related Gazette. The extra copies, if required, can be supplied at the rate of Rs.50/- (upto 31.3.2015) each or at the prevalent rates. The charges in cash can also be deposited along with, aforesaid documents in this Department, if the applicants visit personally. The cost of advertising of change of name in the Gazette of India for Indian living abroad is Rs.2700/- (upto 31.3.2015) which include Air Mail charges also.
6. All the aforesaid documents, printing charges together with forwarding letter and Photo ID Proof addressed to The Controller of Publications, Department of Publication, Civil Lines, Delhi-110054 should either be submitted personally or be sent by post to this Department. The documents must not be older than one year.
7. The documents once submitted in this Department will not be returned in any circumstances, neither original nor Xerox copy.
8. The public dealing hour for this purpose in this Department are 10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM on all working days.
9. (A) If the individual applies to adopt the name / surname of any other religion without changing his / her existing religion than he / she must submit An Undertaking duly signed by the applicant showing therein his/her full particulars with residential address stating therein that old and new name along with full details of father's / husband's name with residential address declaring that **"He/She confirms that he/she is not changing his/her religion"**. The cost of such type of advertisement will be Rs.1100/- (upto 31.3.2015).

(B) In case, the individual applies change of religion, he / she must declare the Same in the leading newspaper as well as in the UNDERTAKING
10. Every application should be supported by self attested Photo ID proof of the applicant. Application either submitted personally or sent by Post / Courier only will be entertained. No other channel is permissible viz Agents, Advocates, etc.
11. A certificate duly signed by applicant declaring therein that the contents of hard copy and soft copy are similar with the undertaking that the applicant will be responsible for any mismatch or loss in transit.

12. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.
13. This Department will not be responsible for any delay in printing on the part of concerned Press.
14. The Controller of Publications, being the publisher of the Gazette of India, reserves the right to reject any request found incomplete/ vague/ unlawful/ misleading printing material for publication of the matter.

Controller of Publications

SPECIMEN PROFORMA FOR CHANGE OF NAME FOR MAJOR.

(To be submitted duly typed or computerized prints-out (Two Copies) and One CD in MS Word)

No. ADVT./IV/

I hitherto known as _____ Son / Daughter / Wife of
_____ employed as _____ residing at
_____ have
changed my name and shall hereafter be known as _____ .

It is certified that I have complied with other legal requirements in this connection.

(Name of applicant)
Signature (in existing old name)

Witness No. 1

Signature _____ Full Name _____

Address _____ .

Mobile / Phone No. _____ .

Witness No. 2

Signature _____ Full Name _____

Address _____ .

Mobile / Phone No. _____ .