

Free adult deed poll template

A free blank template for a straightforward adult unenrolled deed poll using the GOV.UK model. For people aged 16 or over. Read these instructions before completing the deed on page 2.

1. Check the right route

Ask your intended recipients what evidence they require. A marriage or civil partnership certificate may already be sufficient. This template is not a child deed, court-enrolment application or statutory declaration. Check separate procedures for Scotland and overseas use.

2. Complete all the details

PDF: print page 2 and fill every labelled blank legibly in ink. Word: replace every bracketed placeholder, then print the completed deed. Repeat the same full old and new names wherever asked. Use the date on which you actually sign; never backdate a new deed.

3. Arrange two adult witnesses

Follow the GOV.UK model with two witnesses aged 18 or over. Choose independent people who are not close relatives, partners or living at your address. Have them physically present to watch you sign in both your old and new names.

4. Sign every original in ink

Each witness adds their own signature, name and address. Do not paste in a scanned signature or use a typed name as a signature. If you need several originals, each document must be separately signed and witnessed. A photocopy of a signed deed is different.

5. Update your records

Follow each recipient's evidence requirements. Passport and DVLA deed-poll applications generally need separate evidence of your new name in use. Signing a deed does not automatically update records. Keep your signed originals safe.

GOV.UK warns that some organisations may require an enrolled deed. This blank template is not a guarantee of acceptance. If a court order, disputed consent, a complex name history or another country's rules affect you, obtain advice before using it.

Model wording: GOV.UK, Crown copyright, reused under the Open Government Licence v3.0. Formatting and guidance: InstantDeedPoll. Source checked 12 September 2026.

<https://www.gov.uk/change-name-deed-poll/make-unenrolled-deed-poll>

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Name change deed

I _____ (old full name) of _____
_____ (full address) have given up my name
_____ (old full name) and have adopted for all purposes the name
_____ (new full name).

Where applicable, I have informed the police that I have given up my name _____ (old full name) and have adopted the name _____ (new full name) and understand that a failure to do so is a criminal offence.

I also understand that when I apply for official documents in my new name, such as a British Passport, the relevant authorities may check the history and validity of my old name _____ (old full name) and new name _____ (new full name). They may also check the information in any other supporting documents they have requested.

Signed as a deed on _____ (actual signing date) as _____ (old full name) and
_____ (new full name) in the presence of _____ (witness 1 full name) of
_____ (witness 1 address), and _____ (witness 2
full name) of _____
_____ (witness 2 address).

Your signature in your new name

Your signature in your old name

Witness 1 signature

Witness 2 signature
