

### List of documents required for change of Name/Surname

1. Application to the Under Secretary C&T (Commerce) Department for Gazette Publication of Notice for Name/Surname Change. (With Present communication address)
2. Affidavit ( The affidavit should clearly mention that the person cornered has changed his/her name from old name to new name).
3. Two copies of Notice to be published in Odisha gazette with signature of applicant.
4. Original Newspaper full page highlighting the name change notice.
5. KYC Document (Aadhaar/ Voted Id)
6. For Minors-Birth Certificate/Aadhaar of the Minor (Parent of the minor need to apply for change of name)
7. For Government Servant- Deed Changing Name/Surname Form
8. For Government Servant- Letter from the concerned office of Government Servant for change of name.

### Notice Format

By virtue of an affidavit sworn before \_\_\_\_\_, dated \_\_\_\_\_ I, \_\_\_\_\_, Address \_\_\_\_\_ have changed my name/Surname from \_\_\_\_\_ to \_\_\_\_\_. Henceforth, I shall be known as \_\_\_\_\_ for all purposes.

(Signature)

**DEED CHANGING NAME/SURNAME FORM**

By this deed, I the Undersigned .....(new name) if etc., now lately called .....(old name) employed as .....(designation of the post held) at the time by the Government (concerned) at .....place where employed in the .....( Department) of the Government of Odisha do hereby :

1. For and on behalf of myself I wholly renounce, relinquish and abandon the use of my former surname/name of .....and in place thereof do assume from the date hereof the surname/ name of ..... and as that I may thereafter be called, known and distinguished not by my former surname/ name of ..... but by my assumed name of .....

2. For the purpose of evidencing such my determination I hereby declare that I shall at all times hereafter in all records, deeds and writings and in all proceeding dealing and transaction private as well as public and upon all occasions whatsoever use and sign the surname/name of ..... as my surname/name in place of and in substitution of my former surname/name of .....

3. I expressly authorise and request all persons at all times designate and address me and my wife and children and remoter issue by such assumed name of ..... accordingly.

IN WITNESS WHEREOF I have here into subscribed my former and adopted Names of .....and .....and ..... affixed my seal ..... day of ..... signed, sealed and delivered by the above name.

Old Name.....

New Name.....

In presence of two witnesses with address:

1.

2.