



Adult Deed Poll Handbook

A Step-by-Step Guide to Legally Changing Your Name
and Updating Your Records

www.deedpollagency.co.uk

Hello There...

Welcome!

Thank you for choosing the Deed Poll Agency UK to take this important step towards legally changing your name with a Deed Poll drafted by us.

Now that you have your Deed Poll, there are a few key steps you must complete to make your name change legal. This process is called executing your Deed Poll and it's what makes your Deed Poll legally binding and valid proof of your new name.

Until you complete these steps, your name change is not yet legally recognised.

Don't worry if it all feels a bit overwhelming, this guide is here to walk you through the process clearly and simply, so you can complete everything quickly, correctly and with confidence.

We advise reading and understanding this complete guide before attempting to execute your Deed Poll and notifying your Record Holders, as any mistake may render your Deed Poll invalid!

So that said, let's get started!

Please check your Deed Poll to make sure the information drafted on it is correct, then just follow the steps outlined in this guide and, before you know it, your name change will be fully legal and you'll then be able to use your Deed Poll to update your passport, driving licence, bank accounts, and all other official records.

Deed Poll Agency UK

Heres what you need to read...

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Step 1

Print Your Deed Polls

1

BEFORE PRINTING ANY DOCUMENTS, YOU SHOULD INSPECT THEM TO ENSURE THE INFORMATION DRAFTED ON THEM IS CORRECT!

If correct, print as many copies of your Deed Poll and Record Holder Covering Letter as you need.

We recommend printing at least 10 copies of your Deed Poll and 10 copies of your Record Holder Covering Letter.

Printing many copies will allow you to inform as many of your Record Holders as you can at once.

Record Holders may not accept photocopies of your executed Deed Poll and as such, you must issue them with a wet signed Deed Poll.

When printing, use the Black and White setting on your printer and set the document size to A4 (297mm x 210mm).

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Record Holders may not accept photocopies of your Deed Poll, they will most likely only accept a wet signed original, we therefore recommend printing as many Deed Polls as you need to inform each Record Holder!

The average person has 10 – 20 Record Holders, we recommend printing at least 10 Deed Polls!



Now you have printed your Deed Polls, move on to step 2!

Step 2

Sign Your Deed Polls

2

Time to execute your Deed Poll by signing it.

Simply sign all the Deed Polls you have printed with your old signature and new signature in the specific locations of your Deed Polls and in black ink.

Below is an example of where you should sign!

SIGNED AND DELIVERED AS A DEED BY the above named Amelia McBride, formerly known as Amelia Grace Thornton-McBride.	
	
_____ Amelia McBride	_____ Amelia Grace Thornton-McBride

New Signature	Old Signature
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!

You can only use the same signature for both your new and old name if your signature does not identify your old name, if it does, it's time for a new signature!



Now you have signed your Deed Polls, move on to step 3!

Step 3

Witness Your Deed Polls

3

Now it's time for your chosen witness to:

- Sign your Deed Polls.
- Write their Full Name on your Deed Polls.
- Write their Full Address on your Deed Polls.

on the specific locations on your Deed Polls, on every Deed Poll you have printed and signed yourself and in black ink.

Below is an example of where your witness should enter their details!

Witness' Signature

Witness' Full Name

IN THE PRESENCE OF AND WITNESSED BY:

A Witness

Andy John Witness

Witness' Signature

Witness' Full Name

14 Meadowgate Lane, Oakford, Bristol, BS3 8QL

Witness' Full Address

Witness' Full Address



Your witness must be 18 years of age or over, understand what they are signing, not be a relative, not be your partner and not live at the same address as you!



View an example of a fully Executed Deed Poll on the next page!

Step 3 Continued

Executed Deed Poll Example

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DEED OF CHANGE OF NAME

BY THIS DEED OF CHANGE OF NAME [REDACTED]
[REDACTED]

I ABSOLUTELY [REDACTED]
[REDACTED]

I SHALL [REDACTED]
[REDACTED]

I AUTHORISE [REDACTED]

IN WITNESS [REDACTED]

DATED Thursday, March 27, 2025.

SIGNED AND DELIVERED AS A DEED BY the above named Amelia McBride, formerly known as Amelia Grace Thornton-McBride

A McBride A Thornton-McBride
Amelia McBride Amelia Grace Thornton-McBride

IN THE PRESENCE OF AND WITNESSED BY:

A Witness Andy John Witness
Witness' Signature Witness' Full Name

14 Meadowgate Lane, Oakford, Bristol, BS3 8QL
Witness' Full Address

DEED POLL DOCUMENT NUMBER: DPA-AB123456789

THIS DEED OF CHANGE OF NAME, ONCE SIGNED AND WITNESSED, BECOMES A LEGALLY BINDING DOCUMENT, EVIDENCING THE DEED POLL HOLDERS LEGAL NAME CHANGE AND THEREFORE MUST BE ACCEPTED BY LAW.
Deed Poll Agency UK, 85 Great Portland Street, LONDON, W1W 7LT | helpdesk@deedpollagency.co.uk | www.deedpollagency.co.uk



Your New Signature

Your Old Signature

Witness' Signature

Witness' Full Name

Witness' Full Address

! Please ensure you follow the above example of how to execute your Deed Polls by signing and witnessing them, as failing to sign and witness them correctly may render your Deed Polls invalid and your name change not legal!



Now you have Executed your Deed Poll, move on to step 4!

Step 4

Notify Your Record Holders

4

Now it's time to let your Record Holders know that your name has legally changed.

Remember you also printed 10+ Record Holder Covering Letters? Well, now its time to also sign all of these, just above your new name at the bottom of the page, with your new signature and in black ink.

Now simply issue your Executed Deed Poll and a Covering Letter to your Record Holders and they will update their records with your new name.

Before changing your name on your Driving Licence, Passport or with any other Government Organisation, please change your name with Private Record Holders first, such as:

- Your bank
- Credit accounts
- Utility Providers
- Employer

!

When changing your name on your Driving Licence or Passport, the DVLA and HM Passport Office will not only need to see a signed and witnessed Deed Poll, they will also need to see a utility bill or bank statement in your new name to prove you are actively using your new name.



View an example of a signed Covering Letter on the next page!

Step 4 Continued

Covering Letter Example

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Amelia McBride
17 Ashgrove Crescent
Larkhill
Westfordshire
WN4 2BP

myemail@emailaddress.com

Thursday, March 27, 2025

SUBJECT: FORMAL NOTIFICATION OF LEGAL NAME CHANGE

To Whom It May Concern,

I am writing to formally notify you that I have legally changed my name by Deed Poll and as such, I kindly request that you update your records accordingly to reflect my new name.

My previous legal name was:

Amelia Grace Thornton-McBride

My new legal name is:

Amelia McBride

For your reference, I have enclosed my Deed Poll document as proof of this name change.

Should you require verification, you may do so via the Deed Poll Agency UK's official verification service at www.deedpollagency.co.uk using the document reference number:

DPA-AB123456789

I thank you for your time and cooperation in this matter.

Should you require any further details, please do not hesitate to contact me.

Yours faithfully,

A McBride

Amelia McBride

Enclosure: Legal Deed of Change of Name (Reference: DPA-AB123456789)

Your New Signature

! Please ensure you give your Record Holders a wet signed and witnessed Deed Poll and signed Covering Letter. The DVLA and HM Passport Office will also need a utility or bank statement in your new name!

✓ **View a list of Potential Record Holders on the next page!**

Step 4 Continued

List Of Potential Record Holders

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Notify your Private Record Holders of your name change before Government Record Holders such as:

- Banks and building societies
- Credit companies and credit reference agencies
- Mortgage providers or landlord
- Pension providers
- Mobile phone and internet service providers
- Gas, electricity and water suppliers
- Insurance companies
- Employer

When you receive documentation in your new name, then move on to notifying your Government Record Holders below!

Now notify your Government Record Holders such as:

- HM Passport Office
- Driver and Vehicle Licensing Agency
- HM Revenue and Customs
- NHS – GP surgery and Dental Services
- Local Council
- HM Courts & Tribunals Service (if legally required)
- Police (if legally required)
- Probation Service (if legally required)



Now you have notified your Record Holders, move on to step 5!

Step 5

Keep A Deed Poll Safe

5

Now that you've used your Deed Polls to update your records and your new name is legally in use, it's important to keep at least one signed and witnessed original Deed Poll safe and secure.

Your Deed Poll is a legal document that proves your name change. You may need to present it in the future for example, when getting married, applying for a pension, or proving your name history for legal or financial purposes.

Because a Deed Poll only reflects your name change at the time it was signed, it cannot be reissued or replaced later with a "copy" of the originally executed Deed Poll. If you lose or damage it, you won't be able to get an identical replacement for that specific name change event.

So, store your Deed Poll safely just like you would a passport or birth certificate to ensure you can prove your name change whenever it's needed.

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If your originally executed Deed Poll becomes lost, stolen or damaged, it cannot be reissued or replaced, and you will need to apply for a Retrospective Deed Poll to prove a previous name change!



Keep reading for further information about your name change!

Information

Deed Poll Verification

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As well as issuing your Deed Poll, we also provide verification to any record holders who need confirmation that your Deed Poll is genuine and that your name change is legally valid.

Deed Polls issued by us are unenrolled, meaning they are private and confidential. The details on your Deed Poll are not made public, and we guarantee to keep this information secure.

If a record holder needs to verify the authenticity of your Deed Poll, they can do so in one of the following ways:

1. Email Verification

They can email us directly to confirm your Deed Poll is genuine. We will cross-reference the unique Deed Poll Document Number with our records and respond to confirm that the Deed Poll was issued by us.

We will also confirm that, once signed and witnessed, it becomes a legally binding document and serves as legal evidence of your legal name change.

2. Online Verification

Record holders can scan the QR code printed on your Deed Poll or visit www.deedpollagency.co.uk and complete our Deed Poll Verification Form.

Once the Deed Poll Document Number is verified against our records, they will receive an automated confirmation of the Deed Poll's authenticity.

We take your privacy seriously. Your personal details will never be shared with any person or organisation outside of Deed Poll Agency UK.

Information

Replacement Deed Polls



Replacing an Executed Deed Poll

Once your Deed Poll has been executed, meaning it has been signed and witnessed, it cannot be replaced. This is why we strongly advise all Deed Poll holders to keep at least one signed and witnessed copy safe and secure for future use.

If your only executed Deed Poll is lost, stolen, or damaged, you will need to apply for a Retrospective Deed Poll. This is a new document that confirms your name was legally changed from your previous name to your new name, and on which date.

To apply for a Retrospective Deed Poll, please visit our website at:

www.deedpollagency.co.uk

Replacing a Non-Executed Deed Poll

If your Deed Poll has not yet been signed and witnessed, we can resend your original Deed Poll documents by email, but only under one of the following conditions:

- You have not received your documents within 24 hours of submitting your application.
- There was a technical error on our side.
- You are a Premium Deed Poll customer.

In these cases, we will resend your original documents to the email address you provided when you submitted your application.

If you made a mistake on your Deed Poll application and did not purchase a premium Deed Poll, we cannot amend or replace your documents in line with our Terms and Conditions.

Information

Do



Do Check for Mistakes Before Printing

Carefully review your Deed Poll for any errors before printing. Even small mistakes could make the document invalid and not legally binding.

Do Print Enough Copies

Print enough copies to send to all your record holders and keep at least one safely stored for future use. We recommend printing at least 10 copies.

Do Sign All Copies Correctly

Sign each printed Deed Poll in black ink, using both your current signature and your new signature. If your signature does not visibly include your old name, you can use the same signature for both.

Do Witness All Copies Properly

Your witness must sign each printed copy in black ink and write their full name and full address clearly on each one.

Do Notify Private Record Holders First

Before updating your name on your passport or driving licence, make sure you've informed all your private record holders first.

Do Notify Authorities If Required

If you are currently involved in any civil or criminal proceedings, or are listed on the Sex Offenders Register, you must inform the Police and/or Probation Service about your name change.

Do Keep a Record of Who You've Informed

As you notify each record holder of your name change, keep a list of who you've contacted, the date you notified them, and any reference numbers or responses you receive.

Information

Don't



Don't Sign Without Your Witness Present

You must sign your Deed Poll in front of your witness.

Don't Ask a Family Member or Housemate to Be Your Witness

Your witness must be someone independent — that means not a relative and not someone you live with.

Don't Use Pencil or Coloured Pens

Always sign your Deed Poll and have your witness sign using black ink only. Other colours or pencil can make the document unacceptable to record holders.

Don't Send Out an Unsigned or Unwitnessed Deed Poll

Only submit Deed Polls that have been fully signed and witnessed. Unsigned or incomplete documents are not legally valid.

Don't Inform Government Departments Too Early

Update your private record holders first (like your bank, employer, or utility companies). Government organisations (such as the Passport Office or DVLA) usually expect that you're already using your new name elsewhere before they'll update their records.

Don't Assume All Organisations Accept Digital Copies

Some record holders (especially government departments) will only accept a physical printed copy of your Deed Poll. Check with each organisation to find out what they require.

Don't Ignore Legal Obligations

If you're involved in ongoing legal proceedings or are on the Sex Offenders Register, you must inform the Police, Probation Service, or other relevant authorities before using your new name.

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Frequently Asked Questions



How do I open my password-protected Deed Poll PDF?

Your Deed Poll has been emailed to you as a password-protected PDF to ensure your personal details are kept secure.

To open it, use the password sent to you via SMS to the mobile number you provided on your Deed Poll application.

This password is unique to you and ensures that only you can access the document.

If you did not receive the SMS, you can visit www.deedpollagency.co.uk and clicking the link named "Password Recovery" to auto generate your password, or you can email us at:

helpdesk@deedpollagency.co.uk



Do I need to print the Deed Poll in colour, or is black and white okay?

You can print your Deed Poll in black and white.

The colour of the document doesn't affect its legal validity. What matters is that all text is clearly legible and that the document is correctly signed and witnessed in black ink.

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Can I print my Deed Poll from my phone or tablet?

Yes, you can print your Deed Poll from any device that supports PDF viewing and is connected to a printer.

However, for the best results, we recommend using a computer and opening the document in Adobe Reader or another trusted PDF viewer. This ensures the formatting and layout print correctly and that all legal elements are clearly displayed.



Can I edit the PDF if I notice a mistake in my name or details?

No. Once your Deed Poll has been issued, it is considered a formal legal document and must not be altered.

If you spot any errors in your personal details (such as your name, date of birth, or address), contact us immediately but If the mistake was made when you completed the application, a new application will be required to ensure your Deed Poll is legally valid and we are unable to refund your original application.

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How do I properly sign my Deed Poll to make it legally binding?

To make your Deed Poll legally binding, you must print it out and sign it in black ink in front of your chosen witness.

You must sign using both your current (old) signature and your new signature (if different).

Your witness must also sign the document and clearly write their full name and full address on each printed copy.



Who can act as my witness when signing the Deed Poll?

Your witness must be:

- At least 18 years old
- Someone who knows you personally
- Not a relative
- Not someone who lives with you

The witness should be an independent person such as a friend, neighbour, colleague, or professional acquaintance.

Their role is to confirm that they witnessed you signing the document.

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Can I use the same person to witness all copies of my Deed Poll?

Yes, and in fact we recommend using the same person to witness all copies for consistency.

They must sign each printed copy individually, using black ink, and write their full name and full address clearly on each one.



Do I need to use both my old and new signature on the Deed Poll?

Yes, your Deed Poll should include both your current signature (used before the name change) and your new signature (to be used going forward).

If your current signature doesn't visibly reflect your old name, you can use the same signature for both.



Can I use a digital signature instead of signing with a pen?

No, your Deed Poll must be physically signed in ink by both you and your witness to be legally valid.

Digital, typed, or scanned signatures are not accepted under UK legal standards for deed execution.

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Should I send original or photocopied Deed Polls to record holders?

Most record holders require a wet-signed original that has been physically signed by you and your witness in ink.

Photocopies are usually not accepted, even if they show a signature. Always check with the specific organisation before sending documents.



Do I need to update private companies before government departments?

Yes, we strongly advise updating your name with private organisations first, such as your bank, employer, and utility providers.

Government departments (like HM Passport Office and DVLA) often expect that your name is already being used elsewhere, and may request recent proof (e.g., a utility bill or bank statement in your new name) to support your application.



How do I update my name with the DVLA?

To update your driving licence, complete form D1 (available at post offices or on the DVLA website) and send it to DVLA along with:

- Your signed and witnessed Deed Poll
- A utility bill or bank statement in your new name

Check the DVLA website for up-to-date guidance and addresses.

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How do I update my name with the Passport Office?

To change your name on your passport, you'll need to:

- Complete and send the appropriate passport renewal or adult application form including your signed and witnessed Deed Poll.
- Provide supporting documents such as a bank statement or utility bill in your new name.

Visit the official [gov.uk](https://www.gov.uk) website for the latest forms and guidance or contact the Passport Office directly.



What should I do if I made a mistake on my Deed Poll application?

If the error is in your personal information (e.g., your name or date of birth), the Deed Poll is not valid.

Because Deed Polls are legal documents, we cannot make changes after they've been issued.

You'll need to submit a new application, making sure to double-check all information before sending.

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What happens if I lose my signed and witnessed Deed Poll?

Once a Deed Poll has been executed (signed and witnessed), it becomes a unique legal document and cannot be reissued or replaced.

If it is lost, stolen, or damaged, you will need to apply for a Retrospective Deed Poll to provide legal evidence of your past name change.



What is a Retrospective Deed Poll and when would I need one?

A Retrospective Deed Poll is a document that confirms a name change that has already taken place. It includes the former name, new name, and the date of change, and is useful if:

- You lost your original executed Deed Poll
- You need to prove your name change for marriage, pensions, or legal matters

It provides an official record of your past name change, even though the original document no longer exists.

Information

Contacting Us



Should you need to contact us, you can do so by emailing our Helpdesk at:

helpdesk@deedpollagency.co.uk

Once we receive your email, we will aim to respond to your email, via email within 2 working days of receiving your email.

Please note, our Helpdesk will not be able to:

- Issue you a copy of an Executed Deed Poll as we do not hold your Executed Deed Poll.
- Issue you a copy of a Non-Executed Deed Poll if you have received your documents and there are errors on your Deed Poll due to you submitting incorrect information on your Deed Poll Application Form unless you are a Premium Deed Poll customer.

Our Registered Address is:

Deed Poll Agency UK
85 Great Portland Street
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Our Website Address is:

www.deedpollagency.co.uk