

GUIDELINES FOR CHANGE OF NAME FOR MAJORS

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

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 publish of such advertisement.

1. Please advertise change of name 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. Please submit an original affidavit duly attested by first class Magistrate/Notary/Oath Commissioner showing therein full details of father's/husband's name along with residential address before taking oath in the affidavit . In case of individuals working with Central Govt. 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 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. Please submit printing matter as prescribed in the attached specimen duly completed 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. The Proforma must be typed.
4. Please attach two passport size photographs and come personally or else the case can be sent by registered post with photographs duly attested.
5. The printing charges for publication of change of name Rs. 700/- only. However in case of public notice Rs. 900/- would be charged. The amount will have to be submitted or remitted in advance in cash or by Demand Draft/India Postal Order drawn in favour of Controller of Publication, Department of Publication, Civil Lines, Delhi-54. The extra copies of the Gazette can be supplied to the extent of 2 on additional payment of Rs. - 35/- per copy. The charges in cash can also be deposited alongwith, aforesaid documents in our Department. The cost of advertising of change of name in the Gazette of India for Indian living abroad is Rs. - 2300/- which includes air mail charges also.
6. All the aforesaid document, printing charges together with forwarding letter addressed to The controller of Publication, Department of Publication, Civil Lines, Delhi-54. should be sent to this Department. The documents must not be old beyond the period of one year.
7. The documents once submitted in this Department will not be returned in any circumstances, neither original nor Xerox copy.

8. Visiting hrs. to the public in this regard is 10.00 am to 1.00 pm and 2.00 pm to 3.00pm on any working day.
9. (A) If the individual adopts the name of other religion and not change his/her religion, he/she must produce an affidavit duly signed by the SDM that he/she not changed his/her religion. The cost of such type of advertisement will be Rs. 900/-

(B) Such type of matter for change of Religion must also be shown in the newspaper as well as in the prescribed Performa.

**SPECIMEN FOR CHANGE OF NAME FOR MAJOR
ALL BLANK SPACE DULY TYPED ON SEPARATE
PLAIN PAPER IN DUPLICATE (TWO COPIES)**

No. ADVT./IV/

I hitherto known as..... Son /Daughter/Wife
of..... employed
asresiding
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.

Signature (in existing old name)

Witness No. 1

Signature
Address

Full Name

Witness No. 2

Signature
Address

Full Name