

GUIDELINES FOR CHANGE OF NAME FOR MINOR

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

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

- (i) An Undertaking duly signed by the Guardian.
- (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 of each applicant and child.
- (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.

One should strictly adhere to the following instructions for change of name for minors **in the weekly Gazette of India Part-IV:**

1. The individual concerned i.e. either father or mother has to notify the change of name of his / her minor son / daughter in one of the daily leading newspaper, giving therein full identification of the applicant i.e. his / her name, Father's name / Husband's name along with residential address and age of child. The full page of the newspaper containing the aforesaid notification should be submitted in this Department.
2. An undertaking duly signed by the Guardian showing therein full particulars of the applicant including the residential address and age of child, should be submitted to this Department. In case of Indian living abroad, he / she will submit declaration duly attested by the respective Indian Embassy / Indian High Commission, in original to this Department.
3. Printing matter as prescribed in the appended specimen duly completed in all respects by typing the same on a separate plain paper and signed by the minor's guardian, with two witnesses in duplicate should be submitted along with soft copy (CD in MS Word). The Proforma should be computer typed.
4. In case the applicant comes personally, he / she is required to bring with him / her two self attested passport size photographs of self and one of the minor son / daughter. In case the applicants send the application by post, than he / she is required to send the application along with all the requisite documents, self attested containing two passport size photographs of the minor's guardian and one passport size photograph of his / her son / daughter with copy of photo ID proof.

5. The printing charges for publication of change of name are Rs.1300/- (upto 31st Marh, 2015) only. 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 copy of the related Gazette. The extra copies will be supplied if required by the applicant at Rs.50/- (upto 31st Marh, 2015) each or at the prevalent rates. The charges in cash may also be deposited with aforesaid documents in this Department, if the applicants visit personally. The cost of advertisement of change of name in the Gazette of India for Indian living abroad is Rs.3900/- (upto 31st Marh, 2015) which includes air mail charges also.
6. All the aforesaid documents, printing charges together with forwarding letter addressed to The Controller of Publications, Department of Publication, Civil Lines, Delhi-110054 should either be submitted to this Department personally or be sent by post along with self attested photo ID proof. 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. 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.
9. 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.
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. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.
12. This Department will not be responsible for any delay in printing on the part of concerned Press.
13. 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 MINOR.

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

I son of
employed as in the
residing at have
changed the name of my minor son / daughter aged
years and he / she shall hereafter be known as

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

(Name of Guardian)
Signature of Guardian

Witness No. 1:-

Full name _____ Signature _____

Address _____

Mobile / Phone No. _____ .

Witness No. 2:-

Full name _____ Signature _____

Address _____

Mobile / Phone No. _____ .