

Procedure for change of Name: **Major applicant**

1. As per Government Order [GO \(P\) No. 483, GA \(General C\), 8th December, 1977](#), applicant (Native of Andhra Pradesh) must file application in [Annexure 1](#) to District Magistrate (District Collector) enclosing following documents (As per circular No. D5/7096/2003 of District Collector Hyderabad dated 30-08-2008) :
 - a. Two latest passport size colour photograph
 - b. Two independent citizenship certificate issued by Gazetted Officer
 - c. Personal sworn and signed affidavit of the applicant on Non – Judicial stamp paper of Rs.10/- attested by notary stating exact reason for change of his/her name.
 - d. Educational certificate from class I to Class Xth attested by Gazetted Officer. In case of illiterate person any other proof of his name, age such as ration card, voter list, electricity bill, water bill etc copy attested by Gazetted Officer
 - e. Certificate from local Police station certifying that the applicant has not come to any adverse records during last 5 years.
 - f. A certificate from the astrologer/numerologist in case request for change for name is on such reasons.
2. District Magistrate after such enquiry as he think fit, will issue order in a Forma as per [Annexure II](#) to the applicant.
3. Applicant then will send another application to Commissioner, Government Printing Press along with order of District Magistrate for publication as private advertisement in Andhra Pradesh Gazette on payment of publication charges. Publication charges of Rs.50 for weekly Gazette and Rs 375 for ExtraOrdinary Gazette Per application can be paid to Commissioner, Government Printing Press in shape of Bank Challan or Demand Draft.

4. **Minor applicant:** If applicant is minor, as per Government Order, [GO \(P\) No. 332 General Administration \(Genl. C\) Dept dated 06.06.1983](#), Parent or Guardian of a minor child can apply for change of name of child in [Annexure III](#) and by following the procedure indicated for major applicant.
5. **Applicant is a Government servant:** As per Government Order [GO \(P\) No. 182, General Administration \(General C\) Dept dated 24-04-1985](#), the Government servant need not obtain order from District Magistrate in annexure II but should execute a Deed as per [Annexure IV](#) on Non –Judicial stamp paper of Rs. 5/- attested by two witnesses preferably those known to the Head of the office in which Government employee is serving. The Deed should be published in prominent local newspaper as well as in Andhra Pradesh Gazette at his own cost. Process for publication in AP Gazette is same as that for other applicants.

CHANGE OF NAME BY CITIZEN OF INDIA, RESIDING IN THE ANDHRA PRADESH STATE – PROCEDURE TO BE FOLLOWED AFTER LIFTING UP THE EMERGENCY.

(G.O.(P)No. 819, General Administration (General-C), 8th December, 1977)

In the G.O. (P) No. 483, G.A. (General-C) Department, dated 13th April, 1972, procedure was laid down for change of name by the Citizens of India residing in the Andhra Pradesh State. Consequent on the revocation of the proclamation of emergencies and the cessation of Rules made under the Defence and Internal Security of India Act, it has become necessary to review the procedure that had been in vogue in regard to the change of name. The Government after careful examination, hereby lay down the following revised procedure in supersession of the procedure prescribed in the Government Order read above.

2.(1) Any person residing in the State of Andhra Pradesh, who intends to change his name, shall apply, in the first instance, in the form in Annexure-I to this Order, to the District Magistrate, the Additional District Magistrate or an Executive Magistrate having jurisdiction, for issue of an official communication in the form of a letter or memorandum to the effect that he is a Citizen of India.

(2) The District Magistrate, the Additional District Magistrate or the Executive Magistrate having jurisdiction, may on the basis of information furnished by the applicant and after such inquiry as he thinks fit, issue a letter or memorandum in the form in Annexure-II to this Order, to the effect that on the basis of the information available, he is qualified for recognition as a Citizen of India. The Magistrate concerned shall exercise due caution and satisfy himself about the applicant's claim to Indian Citizenship before issuing the letter or memorandum.

(3) The applicant shall, thereafter, send another application to the Director of Government Printing and Stationery (Printing Wing) along with the letter or memorandum issued by the Magistrate concerned for publication of a private advertisement in the Andhra Pradesh Gazette, on payment of the publication charges.

ANNEXURE-I

To
The District Magistrate/Additional District Magistrate/
Executive Magistrate,

.....
.....
.....
.....

Sir,

1. A.B. (existing full name of the person concerned in block letters) of (here insert his full present address showing Door No., locality, village or town or city, Police Station, Taluk and District) was born at and as a Citizen of India.
2. My age on the date of application is (date of birth in Christian era and age).
3. My father's full name is/was (in block letters)
4. My mother's full name is/was (in block letters)
5. I am single/married/a widow/a widower/a divorcée :
6. My wife/husband's full name is/was :
7. Marks of identification :
 - (1)
 - (2)
8. Occupation:
9. I am in the service of the State Government or the Government of India (State the name of the Department, designation and date of his appointment).
10. Profession or occupation other than Government service (here state details regarding designation, name and address or employer station of posting etc.).
11. I intend to change my existing name as (full name in block letters):
12. I, A.B., do solemnly and sincerely declare that the foregoing particulars stated in this application are true and make this solemn declaration conscientiously believing the same to be true.

SIGNATURE OF THE APPLICANT.

ANNEXURE – II

OFFICE OF THE DISTRICT/ADDITIONAL DISTRICT/ EXECUTIVE MAGISTRATE

With reference to the application of Sri. Smt./Kumari
he/she is informed that on the basis of information available he/she
..... Son/daughter/wife of
native of village/taluk/district qualifies for
recognition as a Citizen of India. This communication has been issued to him/her so as
to enable him/her to change his/her name, and therefore it has no legal validity
whatsoever.

**DISTRICT/ADDITONTAL DISTRICT/
EXECUTIVE MAGISTRATE.**

Place :

Date :

To

Sri/Smt./Kum.

.....

.....

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Change of name – Change of name by Citizen of India, residing in the Andhra Pradesh State –
Procedure to be followed in respect of minor child – Amendment to the G.O. – Issued.

GENERAL ADMINISTRATION (GENL.C) DEPARTMENT

G.O.(P) No. 332

Dated: 16/6/1983.

Read:-

1. G.O.Ms.No.819, G.A. (Genl.C)Dept. dt. 08.12.1977.

ORDER:-

The following amendment is issued to G.O. (P) No. 819, G.A. (Genl.C) Dept. dt. 08.12.1977 published in part II of Andhra Pradesh Gazette dt. 15.12.1977 as sub para (4) of para 2 of the said G.O.

“The parent or guardian of a minor child can apply for the change of name of the child and follow the procedure laid down in this G.O. The form in this regard shall be as in Annexure-III.

(By order and in the name of the Governor of Andhra Pradesh)

B.N.RAMAN,
CHIEF SECRETARY TO GOVT.

To

All Departments of Secretariat

All Heads of Departments

All District Collectors and Special Collectors

All District and Sessions Judges

The Secretary to Governor, Raj Bhavan, Hyderabad

The Director General and Inspector General of Police, Hyd.

The Commissioner of Police, AP Hyderabad

All the Superintendents of Police

The Director of Printing and Stationary (Printing Wing) for publication of the G.O.
in the next issue of the A.P. Gazette

The Director, Information and Public Relations, A.P. Hyderabad

The Commissioner of Higher Education, AP Hyderabad

The Secretary to Govt. of India, Min. of Home Affairs, New Delhi

The Registrar of High Court, AP Hyderabad (W.C.L.)

The Secretary, A.P.P.S.C. Hyderabad (W.C.L.)

The Registrar, Osmania University, Hyderabad (W.C.L.)

The Registrar, Andhra University, Waltair (W.C.L.)

The Registrar, Sri Venkateswara University, Tirupathi and other Universities (W.C.L.)

SF/SC.

FORWARDED BY ORDER

SECTION OFFICER.

ANNEXURE – III

To
The District Magistrate/
Additional District Magistrate/
Executive Magistrate.

.....
.....
.....

Sir,

The following particulars in respect of My Son/Daughter/Ward are furnished:

.....
(existing full name of the person concerned in block letters) of
.....
(here insert his full present address showing Door No. locality, village or town or city, Police Station, Taluk and District) was born at And is a Citizen of India.

2. Age on the date of application
in the Christian era and age

Date of Birth

3. Father's full name is/was :
(in block letters)

4. Mother's full name is/was:
(in block letters)

5. Marks of identification

(1)

(2)

6. Occupation :

7. I intend to change his/her existing name as
(full name in block letters)

8. I do solemnly and sincerely declare that the foregoing particulars stated in this application are true and make this solemn declaration conscientiously believing the same to be true.

SIGNATURE OF THE PARENT/GUARDIAN.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

CHANGE OF NAME – CHANGE OF NAME BY GOVERNMENT SERVANTS IN THE ANDHRA PRADESH STATE – PROCEDURE TO BE FOLLOWED – ORDERS –ISSUED

[G.O. (P) No. 182, General Administration (GENERAL-C) Dept., Dated 24th April, 1985]

Read the following:

1. G.O. (P) No.819, G.A. (Genl-C), Dept., dated. 8-12-1977.
2. From the Government of India, M.(H.A), New Delhi, Lr. No. 23012/IC, dated 18-5-1983.

ORDER:

According to the orders issued in the G.O. read above, if a citizen of India residing in the Andhra Pradesh State, intends to change, his name he shall secure a certificate from the District Magistrate or Additional District Magistrate or Executive Magistrate to the effect that he is a Citizen of India and with the certificate so secured shall apply to the Director of Printing for publication of his changed name as a private advertisement in the Andhra Pradesh Gazette. The above procedure is being followed in respect of all persons including Government employees residing in Andhra Pradesh State.

2. The Government of India in the letter read above have prescribed a revised procedure for change of name by Government employees according to which the individual need not obtain a certificate from the District Magistrate but should execute a Deed. The Government after careful examination prescribes the following procedure for change of name by a Government employee.

3. A Government employee of Andhra Pradesh State wishing to adopt a new name or to effect any modification in his existing name should be asked to adopt the change formally by a Deed changing his name. In order that execution of the document may not be in doubt, it is desirable that it should be attested by two witnesses preferably those known to the Head of the Office in which the Government employee is serving. A sample Deed form for change of name is enclosed for reference. The execution of the said deed should be followed by publication of the change in a

: 2 :

prominent local newspaper as well as in Andhra Pradesh Gazette. The publication should be undertaken by the Government employee at his own expense in both cases. The said Deed Form should be on the stamp paper (non-judicial) of value of Rs. 5(Rupees five only) and the same need not be registered.

4. After the aforesaid formalities are complied with, and satisfactory evidence of identity and execution of the Deed is adduced by the Government employee, the adoption of the new name or change in the existing name would be recognized officially and then the entries in Government records may be made accordingly True copies of the relevant documents should be retained by the concerned Head of the office.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVANKUMAR,
Chief Secretary to Government.

To
All Departments of Secretariat (10 Copies each)
All Heads of Departments.
All District Collectors and Special Collectors.
All District and Session Judges.
The Secretary to Governor, Raj Bhavan.
The Director-General and Inspector- General of Police, Hyderabad.
The Commissioner of Police, Hyderabad.

(TRUE COPY)

(Sd/)
SECTION OFFICER

ANNEXURE

FORM OF THE DEED FOR CHANGE OF NAME

By this Deed: I the undersigned A.B.C. (new name) of etc., now lately called A.C. (Old name) employed as.....(Designation of the Post held at the time by the Government Servant concerned) at.....(Place where employed) in the Department.

1. For and on behalf of myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former name of A.C. (only) and in place thereof do assume from the date here the name of A.B.C. and so that I and my wife and children and remoter issue may hereafter be called known and distinguished not by my former name of A.C. (only) but by my assumed name of A.B.C.
2. For the purpose of evidence such my determination declare that shall at all times hereafter in all records deeds and writings and in all proceedings, dealings and transactions as well as private publish and upon all occasions whatsoever use and sign by name of A.B.C. as my name in place of and in substitution for my former name of A.C. (only).
3. Expressly authorize and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed name of A.B.C. accordingly.
4. I hereby acknowledge and indemnify all acts, deeds and liabilities by me as (old name) and known to all men, I declare that change of name is not to cause any prejudice and not with any fraudulent intention.

IN WITNESS WHERE OF I have hereunto subscribed my former and adopted names of A.C. and A.B.C. and affixed my Seal this.....day of
.....

Signed, sealed and delivered
By the above named A.B.C.
Formerly A.C. in the presence of (b)

A.C. Signature with Original Surname.

A.B.C. Signature with Assumed Surname.

SPECIMEN OF PUBLICATION MATTER

I, ----- Son of /
Daughter of ----- Qualification ----- Designation -----
----- shall henceforth be known as -----
----- Son of / Daughter of -----
----- for the purpose of correction of wrong entries occurred in
School Records due to parental mistake.

Station:
Dated:

Signature.

(Previous name in block letters)

SPECIMEN OF PUBLICATION MATTER

I, ----- Son of /
Daughter of ----- Qualification ----- Designation -----
----- shall henceforth be known as -----
----- Son of / Daughter of -----
----- for the purpose of correction of wrong entries occurred in
School Records due to parental mistake.

Station:
Dated:

Signature.

(Previous name in block letters)

SPECIMEN OF PUBLICATION MATTER

I, ----- Son of /
Daughter of ----- Qualification ----- Designation -----
----- shall henceforth be known as -----
----- Son of / Daughter of -----
----- for the purpose of correction of wrong entries occurred in
School Records due to parental mistake.

Station:
Dated:

Signature.

(Previous name in block letters)