

A guide for parents Changing your child's family name



Health Records
Turnberg Building
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Introduction

Agencies such as the National Health Service, Education Department, Social Care and others are regularly asked by parents to change the family names of their children on their records.

These agencies have a responsibility to make sure that the proper procedures have been followed before they can change the family name of any child's records.

These agencies will need to see the following documents as evidence:

1. A formal Change of Name Deed

or

2. A Court Order confirming a change of name



Who has the authority to change a child's family name?

It must be agreed by every person with parental responsibility for the child whose family name is to be changed.

Each person with parental responsibility should sign the formal Change of Name Deed.

If the child's parents are not married to each other, then the father will only have parental responsibility if:

- the child was born after 1st December 2003 and the father is named on the birth certificate
- both parents have signed a parental responsibility agreement
- the father has been granted parental responsibility by a court.

The mother will always have parental responsibility unless this has been ended by the court on the child's adoption; however the name change cannot be made until the adoption has been confirmed by the court, even if the child is already living with prospective adoptive parents.

If there is a disagreement between parents, both of whom have parental responsibility, and then a Court Order is required to decide if the child's family name should be changed.

What do I have to do next?

If you wish to change your child's family name we suggest that you seek legal advice. If the change is agreed then a Change of Name Deed can be entered into.

You can also change your child's name on the Internet, details can be found at:

 www.ukdps.org.uk

You will then need to provide a copy of the Deed of Name Change to the relevant agencies to allow them to change your child's family name. Staff will not be able to change the name without evidence and are not being obstructive.

Please remember it is your responsibility to obtain the necessary documentation to enable us to alter your child's health service records.

Your child's NHS record must have the same name recorded as on their birth certificate. The legal and relevant paperwork is to be completed if a name is changed.

For further help you can contact:

Lead Manager for Health Records
Governance

Salford Royal Foundation Trust

 **0161 206 5552**

Please remember that everyone working for the NHS, Education and Social Care has a legal duty to keep information about you confidential.



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Arabic اذا كنتم بحاجة الى تفسير او ترجمة هذا الرجاء الاتصال

Chinese 如果需要翻译，请拨打电话

Farsi اگر به ترجمه این نیاز دارید ، لطفاً تلفن کنید

0161 206 0224

or Email: InterpretationandTrans@srft.nhs.uk

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