

SCHEDULE 1

Regulation 6(2)

**Form 21**



**APPLICATION FOR RECORDING OF FORENAME(S) OR CHANGE OF FORENAME(S) OF CHILD UNDER TWELVE MONTHS OF AGE**  
*(Section 43(3) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

This application can be used where, within 12 months from the date of the birth of the child, the forename by which he or she was registered is changed or, if the child was registered without a forename, a forename is given to him or her and this application is delivered to the Registrar General within two years from the date of the birth of the child. The child's birth must have been registered in Scotland or there must be an entry in respect of the child in the Adopted Children Register or the Parental Order Register. In the case of a child who is the subject of either an Adoption Order or a Parental Order the forename(s) and surname(s) at question 1 and 2 should be as shown in the Adopted Children Register or the Parental Order Register.

The following information should be provided:

1. Full forename(s) of child as registered at birth  
.....
2. Full surname(s) of child as registered at birth  
.....
3. Full forename(s) as changed  
.....
4. Date on which new forename(s) given or changed  
.....
5. Date of Birth ..... 6. Sex .....
7. Place of Birth .....
8. Mother's forename(s) and maiden surname  
.....
9. Natural father's forename(s) and surname(s) (if applicable)  
.....
10. Date and place of parents' marriage (if applicable)  
.....

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**I/We certify that the particulars overleaf are correct**

This form must be signed by the qualified applicant. The qualified applicant means –

- (a) where only one parent has parental responsibilities in relation to the child, that parent;
- (b) where both parents have such responsibilities, both parents; and
- (c) where neither parent has such responsibilities, any other person who has such responsibilities.

A person may be a qualified applicant whether or not he or she has attained the age of sixteen years.

Signature: .....	Signature: .....
Date: .....	Date: .....
Relationship to Child: .....	Relationship to Child: .....
Full postal address: .....	Full postal address: .....
.....	.....
.....	.....
Postcode: .....	Postcode: .....
Tel No: .....	Tel No: .....

**NOTES**

1. You will be advised when the change of forename(s) has been recorded and where a full or abbreviated extract of birth showing the new forename(s) can be obtained.
2. Any person who supplies false information to the Registrar General is liable to prosecution.

When the completed application form has been signed please send it, together with the appropriate fee, to:

General Register Office for Scotland  
 Change of Name Unit  
 New Register House  
 Edinburgh  
 EH1 3YT

Any enquiries please telephone the Change of Name Unit on 0131 314 4404

SCHEDULE 2

Regulation 6(3)

Form 23



**APPLICATION FOR RECORDING OF CHANGE OF FORENAME(S) OR SURNAME(S) OF CHILD UNDER 16 YEARS OF AGE**

*(Section 43(4) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

The child's birth must have been registered in Scotland or there must be an entry in respect of the child in the Adopted Children Register or the Parental Order Register. In the case of a child who is the subject of either an Adoption Order or a Parental Order the forename(s) and surname(s) at question 1 and 2 should be as shown in the Adopted Children Register or the Parental Order Register.

The applicant should supply the following information concerning the child.

	For official use only
1. Full forename(s) of child as registered at birth .....	.....
2. Full surname(s) of child as registered at birth .....	.....
3. Full forename(s) as changed (if applicable) .....	.....
4. Full surname(s) as changed (if applicable) .....	.....
5. Date of Birth ..... 6. Sex .....	.....
7. Place of Birth .....	.....
8. Mother's forename(s) and maiden surname .....	.....
9. Natural father's forename(s) and surname(s) (if applicable) .....	.....
10. Date of parents' marriage (if applicable) .....	.....
11. Date of any previous application for a change of forename(s) or surname(s) (see Note 1 overleaf) .....	.....

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**I/We certify that the particulars overleaf are correct**

This form must be signed by the qualified applicant. The qualified applicant means –

- (a) where only one parent has parental responsibilities in relation to the child, that parent;
- (b) where both parents have such responsibilities, both parents; and
- (c) where neither parent has such responsibilities, any other person who has such responsibilities.

A person may be a qualified applicant whether or not he or she has attained the age of sixteen years.

Signature: ..... Signature: .....

Date: ..... Date: .....

Relationship to Child: ..... Relationship to Child: .....

Full postal address: ..... Full postal address: .....

.....

.....

Postcode: ..... Postcode: .....

Tel No: ..... Tel No: .....

If you wish a full or abbreviated extract showing the recorded change please indicate the number required:

Full Extract

Abbreviated Extract  (No details of parents included)

**NOTES**

1. An application for a change of forename and or surname will be refused if:
  - (i) a change of forename and or surname has already been recorded against the child's entry in the Birth, Adopted Children or Parental Order Register; or
  - (ii) an entry has been made in the Register of Corrections Etc. for a change of name or otherwise under Section 43(3).
2. Any full or abbreviated extract will show the new forename(s) and surname(s) plus the original names registered and any previous changes recorded.
3. Any person who supplies false information to the Registrar General is liable to prosecution.

When the completed application form has been signed please send it, together with the appropriate fee, to:

General Register Office for Scotland  
Change of Name Unit  
New Register House  
Edinburgh  
EH1 3YT

Any enquiries please telephone the Change of Name Unit on 0131 314 4404

SCHEDULE 3

Regulation 6(4)

Form 24



**APPLICATION FOR RECORDING OF CHANGE OF FORENAME(S) OR SURNAME(S) OF PERSON OVER 16 YEARS OF AGE**

*(Section 43(5) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)*

Your birth must have been registered in Scotland or there must be an entry in respect of you in the Adopted Children Register or the Parental Order Register. In the case of a person who is the subject of either an Adoption Order or a Parental Order the forename(s) and surname(s) at question 1 and 2 should be as shown in the Adopted Children Register or the Parental Order Register.

You should supply the following information.

1. Full forename(s) as registered at birth	For official use only
.....	.....
2. Full surname(s) as registered at birth	.....
.....	.....
3. Full forename(s) as changed (if applicable)	.....
.....	.....
4. Full surname(s) as changed (if applicable)	.....
.....	.....
5. Date of Birth.....	6. Sex.....
.....	.....
7. Place of Birth.....	.....
8. Mother's forename(s) and maiden surname	.....
.....	.....
9. Natural father's forename(s) and surname(s) (if applicable)	.....
.....	.....
10. Date of parents' marriage (if applicable)	.....
.....	.....
11. Date of any previous application for a change of forename(s) or surname(s) (see Note 1 overleaf)	.....
.....	.....

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**I certify that the particulars overleaf are correct**

..... Date: .....

(signature of applicant)

Full postal address: .....

Postcode: .....

Tel No: .....

If you wish a full or abbreviated extract showing the recorded change please indicate the number required:

Full Extract

Abbreviated Extract  (No details of parents included)

**NOTES**

1. This application will be refused:
  - (i) if it is in respect of a change of forename(s) and a change of forename has already been recorded for you since you attained the age of 16;
  - (ii) if it is in respect of a change of surname(s) and you have had a change of surname(s) recorded during the previous 5 years, or if you have already had 3 changes of surname(s) recorded since you attained the age of 16.
2. Any full or abbreviated extract will show the new forename(s) and surname(s) plus the original names registered and previous changes recorded.
3. Any person who supplies false information to the Registrar General is liable to prosecution.

Please send the signed application form, together with the appropriate fee, to:

General Register Office for Scotland  
Change of Name Unit  
New Register House  
Edinburgh  
EH1 3YT

Any enquiries please telephone the Change of Name Unit on 0131 314 4404

## SCHEDULE 4

Regulation 8

## Non clerical errors in register of marriages which may be corrected

<i>Column 1</i>	<i>Column 2</i>
<b>Register of marriages</b>	
Heading	Error in any of the information in the heading, but only where the correct information is compatible with the information in the previous entry in the register and in any subsequent entry.
Space No 1	Error in the date of marriage.
Space No 2	Error in the place of marriage.
Space No 3	Error in the forename, surname or signature of the bridegroom or the bride, but only where the error relates to a part or the whole of either the forename or of the surname and not to the identity of the party.
Space No 4	Error in the occupation of the bridegroom or the bride.
Space No 5	Error in the marital or civil partnership status of the bridegroom or the bride.
Space No 6	Error in the date of birth of the bridegroom or the bride.
Space No 7	Error in the country of birth of the bridegroom or the bride.
Space No 8	Error in the usual residence of the bridegroom or the bride.
Space No 9	(i) Error in the father's forename or surname, but only where the error relates to a part or the whole of either the forename or the surname and not to the identity of the father; (ii) Error in the father's occupation.
Space No 10	(i) Error in the mother's forename or surname, but only where the error relates to a part or the whole of either the forename or the surname and not to the identity of the mother; (ii) Error in the mother's maiden surname. (iii) Error in the mother's occupation.
Space No 11	(i) Error in the person solemnising; (ii) Error in the designation.
Space No 12	(i) Error in the witnesses' names;

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<i>Column 1</i>	<i>Column 2</i>
Space No 13	(ii) Error in the witnesses' addresses. Error in the date of registration, but only where the correct date is compatible with the date of registration of the previous entry in the register and of any subsequent entry.