

## **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 name of Guardian 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 Indians 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 the post, then 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.1700/- only w.e.f. 01.04.2016 to 31.03.2017. The amount will have to be submitted through NTRP (NonTax Receipt Portal i.e [www.bharatkosh.gov.in](http://www.bharatkosh.gov.in) from 01/10/2018 onwards vide Department order No. Cash/NTRP/2018-19 Dated 04/10/18 in pursuance of Principal Accounts Office, M/o Housing & urban Affairs O.M. No.G-20018/Pr.Ao/UD/A/Cs/NTRP/2018-19/1489-1504 Dated 01-10-2018.

The cost of advertising of change of name in the Gazette of India for Indian living abroad is Rs.5100/- only w.e.f. 01.04.2016 to 31.03.2017.

The applicant is requested to download his/her gazette from the website <https://egazette.gov.in/> in the following manner as the physical printing and sale of Hard copies of the gazette by the government has been ceased completely from 01.10.2015 vide Gazette of India Issue no.602, Extra Ordinary Part II Section 3, Sub Section (i), Dated 30.9.2015, be switched to e-publishing w.e.f. 01<sup>st</sup> October, 2015.

#### **STEPS TO SEARCH GAZETTE**

STEP 1- SEARCH GAZETTE

STEP-2- SEARCH CATEGORY-WEEKLY GAZETTE

STEP-3 IN SELECT PART AND SECTION-PART IV

STEP-4- IN 1<sup>ST</sup> CALENDAR (DATES OF SATURDAY) TO 2<sup>ND</sup> CALENDAR (DATES OF SATURDAY)

STEP-5- DOWNLOAD THE REQUISITE PDF FILE.

STEP-6-USE CONTROL KEY+F KEY TO FIND YOUR NAME (OLD /NEW).

STEP-7- DOWN LOAD THE WHOLE GAZETTE TO MAKE YOUR OWN COPY. THIS FURTHER NEEDS NO CERTIFICATION FROM THE DEPARTMENT.

**N.B.: The Publication department will not be responsible for any tampering in the downloaded copies of e-publishing gazette from the website.**

6. All the aforesaid documents, printing charges together with forwarding letter and photo ID proof addressed to the Controller of Publications, Department of Publication, Civil Lines, Delhi 110054 should either be submitted personally or be sent by post to this department. 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 is 10:00AM to 01:00 PM and 02:00PM to 4:00PM on all working days.
10. Every application should be supported by self attested Photo ID proof of the applicants. 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 Publication

## **SPECIMEN FORM FOR CHANGE OF NAME OF MINOR**

**(To be submitted two copies typed/computerized along with one CD in MS-Word)**

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

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

Signature of Guardian

### **Witness No.1**

Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

### **Witness No.2**

Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_