GUIDELINES FOR CHANGE OF NAME FOR ADULT (MAJOR)

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

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

(i) An undertaking duly signed by the applicant.

(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 and photocopy of ID proof (self attested).

(vi) A certificate duly signed by the applicant declaring therein that the contents of the hard copy and the soft copy are similar.

(vii) Request letter along with requisite fee.

A person attaining the age of 18 years and above who wishes to get his / her change of name published in the Gazette of India Part-IV has to comply with the following formalities prior to publication of such advertisement.

1. Change of name should be advertised in one of the daily local leading newspapers stating therein Father's/ Husband's name along with residential address and forward it in original to this department.

2. An undertaking duly signed by the applicant showing therein his/her old and new name along with full details of father's/ husband's name with residential address declaring that the facts stated therein are true and correct to the best of his/her knowledge and belief. In case of individuals working with Central government, they may submit a Deed for change of name in accordance with Ministry of Home affairs O.M. 190016/1/ 87-Estt.dated 12/03/1987. Specimen deed is attached. In case of Indians living abroad, he/she will submit deed duly attested by the respective Indian embassy/ Indian High Commission, in original to this department.

3. Printing matter as prescribed in the attached specimen duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his/her old name, with two witnesses in duplicate should be submitted along with soft copy (CD MS Word). The proforma must be computer typed.

4. The applicant is required to submit two self attested passport size photographs along with application with all the requisite documents containing two passport size photographs and copy of photo Id proof, both duly self attested.

5. The printing charges for publication of change of name is Rs 1100/- only w.e.f. 01/04/2016 to 31/03/2017. The amount will have to be submitted through NTRP (Non Tax Receipt Portal), i.e. 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 and Urban Affairs O.M. No. G-20018/Pr.Ao/UD/A/Cs/NTRP/2018-19/1489-15804 dated 01/10/2018.

For Indians living abroad it is Rs 3500/- only w.e.f. 01/04/2016 to 31/03/2017. The applicant is requested to download his/her gazette from the website www.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 01/10/2015 vide Gazette of India Issue no. 602, extra-Ordinary Part II section 3 Sub Section (i) dated 30/09/2015, be switched to e-publishing w.e.f. 01st 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 1ST CALENDER (DATES OF SATURDAY) TO 2ND CALENDER (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. 8.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.

9. [A] If an individual applies to adopt the name/ surname of any other religion without changing his/her existing religion then, he/she must submit an Undertaking duly signed by the applicant showing therein his/her full particulars with residential address stating therein that old and new name along with full details of father's/husband's name with residential address declaring that "He/she confirms

that he/she is not changing his/her religion". The cost of such type of advertisement will be Rs 1100/-+Rs 250/-= 1350/- [till date].

[B] In case the individual applies change of religion he/she must declare the same in the leading newspaper as well as in the UNDERTAKING.

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. 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.

12. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.

13. This department will not be responsible for any delay in printing on the part of concerned Press.

14. 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 FOR CHANGE OF NAME FOR MAJOR

I hitherto known as (Old Name) Son/daughter/Wife/ of (Father/Husband's name) employed as (Post of the applicant) in the (Office/Company's name) residing at (residential address) have changed my name and shall hereafter be known as (New Name).

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

Type here your Old Name

Signature(in existing Old Name)

Witness No:- 1

Full Name _____ Signature _____
Address _____
Mobile _____

Witness No:- 2

Full Name _____ Signature _____
Address _____
Mobile _____

DECLARATION/ UNDERTAKING REGARDING THE GENUINENESS OF DOCUMENTS AND PARTICULARS FURNISHED WITH THE APPLICATION FOR PUBLICATION IN THE GAZETTE OF INDIA

I,..... .....S/o,W/o, D/o..... .....

R/o .....

Marital status ..... declare that:

1. The information and documents furnished by me in connection with my application for publication in the **Gazette of India** are genuine, true, complete and correct. I understand that furnishing any false, forged, fabricated, invalid or incorrect document or information may result in withholding or cancellation of the proposed/earlier Gazette publication and may also attract legal action under the applicable rules. I will be solely responsible for the genuineness, validity and correctness of the documents and particulars furnished by me.

2. If any document or particulars furnished by me to the Department at any stage are found to be false, forged, invalid, incorrect, or otherwise not in order, the processing or publication of my request may be withheld or cancelled, and the Department of Publication shall be at liberty to refer the matter for appropriate legal action against me.

3. I hereby give my consent for the verification of the documents submitted and the particulars furnished by me from the concerned/respective issuing authority or any other competent authority, as may be deemed necessary by the Department of Publication.

4. I further agree that my case may be withheld until receipt of the verification report from the concerned/respective issuing authority and may be forwarded for publication in the Gazette of India only after receipt of the verification reports from the concerned verifying authorities.

Signature:-
Name:-

Fathers/Spouse Name:-

Present Address:-

Mobile No:-
Email id:-

Disclaimer:

Documents submitted in connection with Gazette Notification for change of religion shall be referred to the concerned issuing authority for verification and confirmation of their genuineness and authenticity.

In other cases, where any document submitted appears to be doubtful or raises any suspicion regarding its genuineness, authenticity, or validity, the same may also be referred to the concerned issuing authority for verification, as deemed appropriate.

Further action in such cases shall be taken only upon receipt of the requisite verification report from the concerned issuing authority by this Department.

राजपत्र अधिसूचना के माध्यम से धर्म परिवर्तन के संबंध में प्रस्तुत किए गए दस्तावेजों को उनकी प्रामाणिकता एवं सत्यता की पुष्टि हेतु संबंधित निर्गम प्राधिकारी को सत्यापन के लिए भेजा जाएगा।

अन्य मामलों में, यदि प्रस्तुत किया गया कोई दस्तावेज संदिग्ध प्रतीत होता है अथवा उसकी प्रामाणिकता, सत्यता या वैधता के संबंध में कोई संदेह उत्पन्न होता है, तो ऐसे दस्तावेज को भी, यथोचित समझे जाने पर, संबंधित निर्गम प्राधिकारी को सत्यापन हेतु भेजा जा सकता है।

ऐसे मामलों में आगे की कार्रवाई संबंधित निर्गम प्राधिकारी से अपेक्षित सत्यापन रिपोर्ट इस विभाग में प्राप्त होने के उपरांत ही की जाएगी।

14-10-26

Assistant Controller(Admin.)
Department of Publication
Ministry of Information and Broadcasting
Civil Lines, Delhi-110054