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 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. 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. 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 _____

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