



Deed Polls: How to complete and enrol a Deed Poll

1. How to Complete a Deed Poll

Please note that if you are a non-EU national, you will require the permission of the Minister for Justice & Equality to change your name. The contact details for the Minister are in the further resources section of this website. Please remember a young person requires the consent of BOTH parents to execute a Deed Poll.

1. The first step in the process is to complete a Deed Poll form. This must be done on Deed Paper, which can be purchased from legal stationers. You can use a Google search to find up-to-date and local legal stationers in your area.
2. Next, choose a witness to the Deed Poll. This person must be over 18 years of age, must sign the Deed Poll, and must be available to swear an affidavit before a solicitor or commissioner for oaths.
3. Next, go to a solicitor or commissioner of oaths in order for the witness to swear the affidavit. This will cost a small fee. There is no set fee for this service so you can call several offices to see which provides the best price.
4. You then must attend in-person the Central Office of the High Court service for personal callers. This service is available only on Tuesdays and Thursday from 10:00 a.m. to 12:30 p.m.
5. You can now choose whether to 'Enrol' your Deed Poll. The enrolment of a Deed Poll publishes the name change on a publicly accessible record. This means the wider public is alerted to the name change. It can also be useful for future identification. It is not required to enrol the Deed Poll in order to change a name. A Deed Poll that is enrolled has no greater effect than one which is not enrolled. **It is important to know that a person needs an enrolled Deed Poll in order to apply for Gender Recognition under their preferred name.**



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2. How to Enrol a Deed Poll

To enrol a deed poll in the High Court, you must first be sure you have a correctly completed deed poll. Next, you will need:

- Evidence of previous name (e.g. a birth certificate, marriage certificate, previous name change by deed poll, Certificate of Naturalisation).
- A licence to change name by deed poll, issued by the Minister for Justice & Equality (if non-EU national)
- Photographic proof of identification.
- €60.00 stamp duty on the deed poll.

In order to complete the enrolment process, it is required to first complete the application form to enrol the deed poll.

If you do wish to enrol your Deed Poll, you must attend the Central Office of the High Court service for personal callers in-person. This service is available on Tuesday and Thursday from 10:00am to 12:30 p.m.