**Statutory Declaration Process:**

**How do I change my name?**

The easiest and cheapest method is a statutory declaration (see below for an example). A practising solicitor, notary public, or other officer of a court authorised by law to administer an oath, needs to witness you signing it. As many organisations want an original copy of your statutory declaration, you should also ask for several certified photocopies. The cost should be less than ten pounds with a solicitor or notary public but will be free if you use a Justice of the Peace at your local court.

To arrange for a Justice of the Peace to witness your statutory declaration, you can find your local court and book an appointment at: <https://www.scotcourts.gov.uk/> (sometimes you have to wait a few weeks depending on the area where you live)

In Glasgow, you can contact the Glasgow Sheriff & Justice of the Peace Court, 1 Carlton Place, Glasgow, G5 9DA by calling **0141 429 8888**. They currently deal with signings every weekday except Thursdays. We try to keep the waiting list as short as possible and should always be able to offer an appointment within two weeks as standard. Particularly urgent requests can be considered on an individual basis.

The applicant must bring their statutory declaration along to court with them, along with two pieces of identification, one of which should contain a photograph.

The court cannot supply the statutory declarations but there is a good style available on the Scottish Trans website: [Word Template: Statutory Declaration for Change of Name (Over 16s)](https://www.scottishtrans.org/wp-content/uploads/2021/02/Statutory-Declaration-for-Change-of-Name-Over-16s.docx)

In legal terms an individual aged 16 or over can competently sign their own statutory declaration.  For persons under 16 then the statutory declaration would require to be made by that person or persons having parental responsibility for the particular individual and we would require that all parties involved attend the appointment.

Changing the name of a child (under the age of 16) can only be done by someone who has parental responsibilities for the child. If more than one person has parental responsibilities for the child, they must either all agree to the change of name or, if there is disagreement, a court application for permission to change the child’s name will be needed.