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REGISTRAR-GENERAL  
BIRTHS, MARRIAGES,  
DEATHS

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**PRACTICE DIRECTION NO 4 OF 2013**

**CHANGING THE NAME OF CHILDREN BY DEED POLL**

I am directed by the Bailiff to issue the following practice direction:

1. This practice direction sets out a new procedure for changing the name of a child by deed poll in the Contract Court. A child is a person under the age of 18 years. It is convenient in many cases for such applications to be made to the Contract Court, if the circumstances of the case are straightforward.
2. With effect from 1<sup>st</sup> December 2013 an advocate wishing to present such a deed poll in the Contract Court must lodge an application with the Greffe by 12:00 noon on the last working day preceding the day of Court.
3. A person who has not engaged an advocate may not present a deed poll in the Contract Court to change the name of a child.
4. A person wishing to change the name of a child without the assistance of an advocate will be required to make an application to the Magistrate's Court or the Royal Court. An application should be made on form CF 1 which is available at the Greffe.
5. All persons having parental responsibility, as defined in section 5 of The Children (Guernsey and Alderney) Law, 2008, must attend the Contract Court to consent to the deed poll or arrange for a third party to be given powers of attorney to give consent on their behalf.
6. The application must contain the following information:
  - The name of the child as it appears on the birth certificate.
  - The new name that the child will be known by.
  - The names of all persons that have or have acquired parental responsibility for the child and their relationship to the child.

- Confirmation that no other person has acquired parental responsibility for the child
  - A copy of the proposed deed poll.
7. The deed poll will be presented to the Contract Court, sitting as a closed court at the end of all other business. The child to whom the deed poll refers may be present. The Jurats may refer applications to the Bailiff, if they consider it appropriate to do so.
  8. Applications to change the name of a child should be made to the Magistrate's or the Royal Court if they are not of a straight forward nature and fall outside of the guidelines contained in this Practice direction.
  9. This revised procedure will take effect from 1<sup>st</sup> December, 2013.



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