

#5 Deed Poll

TENI life hacks are designed to provide information that we hope will make your life a little bit easier. Everyone is different and there are diverse experiences in the trans community. Our life hacks should be considered as guidance only.

Deed Poll

Many trans people change their names to better reflect their gender identity or expression. For some people, this may be a permanent or legal change. In Ireland, to legally change your name you must do it by deed poll.

What is a deed poll?

A deed poll is a signed declaration by a person that binds them to a particular course of action from the date of signing. A deed poll for a change of name contains declarations (in other words a sworn statement or affidavit) that you are abandoning the use of your old name, that you will use your new name at all times and that you require everyone to use your new name.¹

How do you execute a deed poll?

- The deed poll must be printed on deed paper.
- The wording of the deed poll for name change can be found here.²
- When signing the deed poll, you must also have a witness over the age of 18 present to sign.
- Your witness must sign an affidavit in front of a solicitor or Commissioner for Oaths in which they declare they have witnessed the signing of the deed poll. The wording of this affidavit is found here.³

Under 18s

- Children aged between 14 and 18 years can execute a deed poll with the consent of both parents. Where a child is under the age of 14 years a mother/guardian must execute the deed poll on the child's behalf with the consent of the father. If the father's consent is not available, you need to contact the Judgments Section of the Central Office of the High Court to explain the situation and they will give you advice as to how to apply in these circumstances.
- If you want to change the name of a child by deed poll you should contact the Central Office of the High Court and ask for examples of the necessary documents.

Enrolling your deed poll

- For the purpose of changing your name and gender marker on your birth certificate and acquiring a gender recognition certificate in the correct name you must register your deed poll in the High Court.
- To enrol your deed poll you must do so in person.
- The Central Office is available on Tuesday and Thursday mornings, from 10.00am to 12.30pm.
- If you live far from Dublin and cannot make it within those times they make allowances. If you call ahead they can make sure there will be someone who deals with enrolment in the office the day you plan to go.
- Application form for enrolment of deed poll – details found here⁴. This form allows the deed poll to be available for inspection and publishes it on the courts website.

¹ http://www.citizensinformation.ie/en/birth_family_relationships/problems_in_marriages_and_other_relationships/changing_your_name_by_deed_poll.html

² [http://www.courts.ie/offices.nsf/\(WebFiles\)/19D92A7D61354B0480257C6D005E9E4D/\\$FILE/Template%20of%20Adult%20Deed%20Poll.doc](http://www.courts.ie/offices.nsf/(WebFiles)/19D92A7D61354B0480257C6D005E9E4D/$FILE/Template%20of%20Adult%20Deed%20Poll.doc)

³ [http://www.courts.ie/offices.nsf/\(WebFiles\)/2FA463E1898E6E6880257C6D005F1A50/\\$FILE/Affidavit%20of%20Attesting%20Witness%20for%20Adult.doc](http://www.courts.ie/offices.nsf/(WebFiles)/2FA463E1898E6E6880257C6D005F1A50/$FILE/Affidavit%20of%20Attesting%20Witness%20for%20Adult.doc)

⁴ [http://www.courts.ie/offices.nsf/\(WebFiles\)/F08B736C2C97B24B80257C6D005F3C30/\\$FILE/Application%20to%20Enrol%20a%20Deed%20Poll.doc](http://www.courts.ie/offices.nsf/(WebFiles)/F08B736C2C97B24B80257C6D005F3C30/$FILE/Application%20to%20Enrol%20a%20Deed%20Poll.doc)

Things to Bring with You

- Evidence of your previous name (e.g. a birth certificate, marriage certificate, previous name change by deed poll, Certificate of Naturalisation).
- If you are a non-EU national, you must produce a licence to change name by deed poll, issued by the Minister for Justice & Equality pursuant to the section 9 of the Aliens Act 1935.
- Photographic proof of identification.
- Correctly executed deed poll and affidavit.
- Application form for enrolment of deed poll.

Arriving at the Four Courts

- When you arrive at the Four Courts enter on the quay side through the public entrance.
- We advise you go to the Central Office to speak to a clerk if you have written your own deed poll to ensure your deed poll is satisfactory prior to getting it stamped.
(Central Office of the High Court, Four Courts, Ground Floor (East Wing), Inns Quay, Dublin 7, Ireland)

Paying Stamp Duty

- You can pay the stamp duty which is currently set at €60 in the Stamp Office.
- The Stamp Office is on the 1st Floor of the same building.
- Once you have stamped your deed poll you can go back to the Deed Poll Office.
- At this point you can hand in your deed poll and documents which will be enrolled and will be ready for collection approximately two weeks following attending the court.

Tips

- There are legal offices, such as ORCA Print (3 Inns Quay, Chancery Place), that have templates for the change of name document and will print it off on deed paper for you, they may also have a Commissioner for Oaths who can witness the signing of the affidavit. It usually costs about €50. Stamp duty for the deed poll costs €60, and €20 for the supplemental that is due if the person is under 18.
- Otherwise you can print off the paperwork yourself, the standard charge for a Commissioner for Oaths to witness a deed poll or Gender Recognition Certificate is €10 - €15. Although those providing additional services may charge more.
- If you are not based in Dublin, enquire with your local solicitors as to whether they can transport your paperwork up to the high courts for you and collect them for you once the process has been completed. They will charge for this service but it may prevent you needing to travel to Dublin.

What Next?

- When you have the name changed by deed poll, you can then apply for a gender recognition certificate. More details of how to do this can be found on the TENI website.
- If you are under 16, you can get the name (and sometimes the gender marker changed) attached to your PPS number changed with Client Identity Services of the Department of Social Protection.

For more information:

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