

Checklist for Adult Deed Poll

To enrol a Deed Poll the following documentation must be submitted

1. **Completed Deed Poll Form** - (€60 Stamp Duty required. Payable at your local Court Service branch with a stamping facility.)
2. **Affidavit of Attesting Witness** - (No Stamp Duty required)
3. **Request to Enrol Deed Poll** - (No Stamp Duty required)
4. **Contact Form for Deed Poll** - This form is **required** for applicants who are not submitting their application through a solicitor.
5. **Certified copy of Birth Certificate** signed (By Solicitor/Commissioner for Oaths/A named member of An Garda). A certified translation is required where applicable.
6. **Certified copy of current Photographic I.D.** (Passport, Driving Licence, Public Service Card, Age Card or Naturalisation Document) signed (By Solicitor/Commissioner for Oaths/A Named member of An Garda)
7. Evidence of any previous names where applicable (e.g., a birth certificate, marriage certificate, previous name changes by Deed Poll, Certificate of Naturalisation)
8. In the case of a Non-EU National a **license to change name by Deed Poll** issued by the Department of Justice pursuant to Section 9 of the Aliens Act 1935. This does not include UK nationals.
9. An A4 size stamped and **self-addressed envelope** for returning the application.

Have you checked/ confirmed?

- Deed Poll has €60.00 stamp duty (payable at your local Court Service office with a stamping facility.)
- Deed Poll is printed on Deed Poll paper or a high-quality paper. Deed Poll paper is available at legal stationery stores.
- Affidavit of Attesting Witness: Witness/deponent signature is in the correct place.
- Any Supplemental Affidavits provided have €20 stamp duty (payable at your local Court Service office with a stamping facility.)
- Any middle name as on Birth Certificate is included as part of the Old Full Name on the Deed Poll (E.g. Mary Ann Bloggs)
- The date on the second line of the “Request to Enrol Form” matches the date on the Deed Poll
- You must be permanently residing in Ireland.

Please post your completed application with all supporting documentation to:

Deed Poll Section, Central Office of the High Court, The Four Courts, Inns Quay, Dublin 7.

For further information, please email DeedPollQuery@Courts.ie