



# Prime Deed Polls

## OFFICIAL NAME CHANGE NOTIFICATION CHECKLIST

Version: 2026.1 | Provider: Prime Deed Polls (GB Legal Solutions Ltd)

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### Before You Start

Most UK organisations require an **Original Deed Poll** or a **Certified Copy**. Avoid using standard photocopies, as they are frequently rejected by the Passport Office, DVLA, and Banks.

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### Phase 1: The "Gold Standard" Identity Documents

*Update these first. Once you have a Passport or Driving Licence in your new name, the rest of the process becomes significantly faster.*

- HM Passport Office:** (High Priority) A full renewal is required.
  - DVLA (Driving Licence):** Update your photocard. (Free of charge).
  - HMRC & National Insurance:** Update via your Personal Tax Account or the Income Tax helpline.
  - Local Council:** Update your Council Tax bill and the **Electoral Register**.
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### Phase 2: Banking & Financial Security

*Most banks require an in-person visit to a branch with your original Deed Poll.*

- Current & Savings Accounts:** (e.g., Barclays, HSBC, Lloyds, etc.)
  - Credit Card Providers:** (e.g., AMEX, Barclaycard, Capital One)
  - Mortgage Provider:** Essential for maintaining accurate property title records.
  - Pension Schemes:** Both State (DWP) and private/workplace providers.
  - Student Loans Company:** Contact them directly to link your history.
  - Investment Portfolios:** (e.g., Vanguard, Hargreaves Lansdown)
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### **Phase 3: Healthcare & Employment**

- [ ] **GP Surgery:** They will update your records on the central NHS system.
  - [ ] **NHS Dentist:** Provide your Deed Poll at your next check-up.
  - [ ] **Employer / HR:** To update payroll, P60, and your workplace pension.
  - [ ] **Professional Bodies:** (e.g., GMC, NMC, Law Society, RICS).
  - [ ] **Private Healthcare:** (e.g., Bupa, Vitality).
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### **Phase 4: Motoring & Household Utilities**

- [ ] **Car Insurance: CRITICAL.** Your policy may be void if the name doesn't match your driving licence.
  - [ ] **V5C Vehicle Logbook:** You must update the name on the logbook itself.
  - [ ] **Breakdown Cover:** (AA, RAC, Green Flag).
  - [ ] **Utility Bills:** Water, Gas, Electricity, and Broadband.
  - [ ] **TV Licensing:** Can be updated via their official website.
  - [ ] **Landlord / Letting Agency:** For your tenancy agreement.
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### **Phase 5: Digital & Lifestyle**

- [ ] **Mobile Phone Provider:** (EE, O2, Vodafone, Three).
  - [ ] **Travel Bookings:** Ensure your name matches your passport before booking flights.
  - [ ] **Digital IDs:** Apple ID, Google Account, and Social Media (for recovery purposes).
  - [ ] **Memberships:** Gyms, Library, and Loyalty Cards (Tesco Clubcard, etc.).
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### **Legal Support & Enquiries**

If an organisation refuses to accept your Prime Deed Poll, please contact our support team immediately. Our documents are drafted to meet the strict criteria of all UK government bodies.

**Email:** [support@primedeedpolls.co.uk](mailto:support@primedeedpolls.co.uk)

**Website:** [www.primedeedpolls.co.uk](http://www.primedeedpolls.co.uk)

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