



Complete Name Change Checklist

Essential organisations to notify after your name change

Use this comprehensive checklist to ensure you notify all relevant organisations of your name change. Tick off each item as you complete it. Keep copies of all correspondence for your records.

Government & Official Documents

- ☐ HM Passport Office - Apply for new passport
- ☐ DVLA - Update driving licence
- ☐ HMRC - Update tax records and National Insurance
- ☐ Electoral Register - Update voter registration
- ☐ Local Council - Update council tax records
- ☐ DWP - Update benefits and pension records
- ☐ Student Loans Company - Update student loan records

Financial Institutions

- ☐ Bank(s) - Update all current and savings accounts
- ☐ Credit card companies - Update all credit cards
- ☐ Building societies - Update account details
- ☐ Mortgage provider - Update mortgage documentation
- ☐ Loan providers - Update all loan agreements
- ☐ Investment accounts - Update ISAs, stocks, shares
- ☐ Pension providers - Update all pension schemes
- ☐ Insurance companies - Car, home, life, health insurance
- ☐ PayPal and online payment platforms

Utilities & Services

- ☐ Energy suppliers - Gas and electricity providers
- ☐ Water company
- ☐ Telephone provider - Mobile and landline
- ☐ Internet service provider
- ☐ TV Licensing
- ☐ Council Tax office
- ☐ Royal Mail - Set up mail redirection if needed

Healthcare

- ☐ GP surgery - Update medical records



- ☐ Dentist - Update dental records
- ☐ Optician - Update optical records
- ☐ Hospital(s) - If receiving ongoing treatment
- ☐ Private healthcare provider
- ☐ Pharmacy - If using regular prescriptions

Employment & Education

- ☐ Employer - Update HR and payroll records
- ☐ Trade union or professional body
- ☐ University or college
- ☐ School (if applicable)
- ☐ Professional qualifications bodies

Property & Legal

- ☐ Landlord or letting agency
- ☐ Solicitor
- ☐ Land Registry - If you own property
- ☐ Contents and buildings insurance

Memberships & Subscriptions

- ☐ Gym membership
- ☐ Club memberships
- ☐ Magazine subscriptions
- ☐ Professional associations
- ☐ Loyalty cards and reward schemes
- ☐ Online shopping accounts (Amazon, eBay, etc.)
- ☐ Social media accounts
- ☐ Email accounts

Transport

- ☐ Car insurance
- ☐ Vehicle registration (V5C logbook)
- ☐ MOT certificate records
- ☐ Car breakdown cover (AA, RAC, etc.)
- ☐ Season ticket providers (train, bus)
- ☐ Airport loyalty schemes

Important Note: Always keep copies of your deed poll and any correspondence regarding your name change. Some organisations may require certified copies of your deed poll.