



How to change your name with SQA

1. Documents Required

To change your name with SQA, you must provide copies of two of the following documents; one is required to be a link from your previous to current name. Please indicate which documents you have enclosed:

| | |
|---------------------------------------------------|----------------------------------------------------------------------------|
| Passport | Decree Nisi |
| Drivers Licence | Deed Poll |
| Justice of Peace Letter | Adoption Certificate |
| Birth Certificate | Certificate of Naturalisation/Registration |
| Marriage/Civil Partnership Certificate | A letter from a professional person confirming your name and gender change |
| A statutory declaration of name and gender change | |

Do not send originals. Photocopies or scanned copies are sufficient. You should also complete Section 3 of this form.

2. Document Certification

The documents provided must be certified by a professional person, either currently in employment or retired (or someone well-respected in your community).

Please indicate who has certified the documents as true copies:

| | |
|---------------------------------------------------------------|---------------------------------------------------------------|
| Bank or Building Society Official | Member of the Armed Forces |
| Councillor/MP/MSP | Social Worker |
| Medical Professional (Inc. Optician, Pharmacist, Chiropodist) | Minister of a Recognised Religion |
| Police Officer/Prison Officer | Trade Union Official |
| Fire Service Official | Manager/Personnel Officer of a limited/VAT registered company |
| Solicitor | Member Associate or Fellow of a Professional Body |
| Teacher or Lecturer | Other (please provide details below) |
| Civil Servant/Local Government Officer | |

How to Certify a Document

To be completed by the person certifying the ID documents provided:

- Compare the photocopied and original documents and write on the photocopied copy ***'Certified to be a true copy of the original seen by me'***
- Sign and date it
- Print your name under the signature
- Complete Section 4 of this form

3. Candidate Declaration

To be completed and signed by the candidate.

| | |
|---------------------------|--|
| Previous Name | |
| Current Name | |
| Date of Birth | |
| Scottish Candidate Number | |

I hereby declare that the information on this declaration and the documents provided, are true.

| | |
|---------------------|--|
| Candidate Signature | |
| Date | |

4. Certifier's Declaration

I hereby declare that I have seen the documents ticked on the list on page one, and that to the best of my knowledge the documents provided are true.

| | |
|------------------------------|--|
| Certifier's name (printed) | |
| Certifier's Telephone number | |
| Certifier's Occupation | |
| Certifier's Signature | |

Please scan and email this form with your certified ID to candidate.records@sqa.org.uk or post it to SQA, Centre Support, 4th Floor Optima, 58 Robertson Street, Glasgow, G2 8DQ

If you wish to order a replacement certificate with your current name please do this from our website www.sqa.org.uk/eshop