

## Changing your name on the GDC registers

### Notification of change of name form

If you have changed your name and would like to practise using your new name, you will need to update it on the register.

#### Documents you will need to provide

You will need to provide one of the following:

- Marriage or civil partnership certificate
- Decree absolute or final notice
- Deed poll (required if you are changing your first name)

If you are changing your first or last name for any reason other than marriage or civil partnership, you will also need to provide one of the following forms of identification (issued in your new name):

- Passport
- Driving Licence

#### Certifying your evidence as a true copy of an original

You can provide copies of your documents, but they must be certified by a person of professional standing (from any country), such as one of the following (or someone else of a similar standing) (the person cannot be you, or a family member):

- Registered dental professional (any title).
- Doctor, optician, chiropodist, pharmacist.
- Person entitled to practise law (e.g. lawyer, solicitor, barrister).
- Minister of religion.
- Member of the armed forces or police officer.
- Member of parliament, councillor, or civil servant.
- Teacher, lecturer, or dean.

To certify the copy of the document, your person of professional standing needs to:

- Confirm in writing that they have inspected the original document, and it is a true copy of the original (must be written in English).
- Certify the copy by adding their name, address and signature to the copy.

#### Data protection statement

Under the [UK General Data Protection Regulation](#) and data protection law, the GDC processes personal data, like the information this form, because it is necessary in the exercise of our statutory functions and is in the public interest.

Information about how the GDC will use, share, and store the information you give us, your rights in connection to the personal data we hold about you, and how long we will keep your information, can be found in our [Privacy Notice](#).

Please complete the form below, if completing by hand, please use BLOCK CAPITALS.

**Your current registered details**

Title: ..... GDC Registration number: .....

First name(s): .....

Last name(s): .....

**New name to appear on the register**

Title: .....

First name(s): .....

Last name(s): .....

If any of your other contact details have changed, please provide them here:

Address: .....

Postcode: .....

Contact phone number: .....

Email address: .....

**Return of your documents (please note, if you do not ask us to return your documents to you, they will be securely destroyed)**

- Check this box if you would like your documents returned by recorded delivery for a fee of £10. Please enclose a cheque payable to the General Dental Council or provide a valid email address (above) and we will send a request for electronic payment.
- Check this box if you would like your documents returned by standard post (not recorded) (no fee payable). We accept no liability for any documents lost in the post.

**Replacement Annual Practising Certificate (APC)**

- Check this box if you want us to replace your APC showing your new registered details (it will arrive with your documents if you want them returned).

**Signature:** ..... **Date:** .....

Please return your completed form and documents by post to:

Registration Support Team  
General Dental Council  
1 Colmore Square  
Birmingham, B4 6AJ