

**PARENTS WHO WERE UNMARRIED AT THE TIME  
OF THE CHILD'S BIRTH AND HAVE NOT  
SUBSEQUENTLY MARRIED**

- (a) Child's Name (*block capitals*): .....
- (b) Have you made a Parental Responsibilities and Rights Agreement, with your child's father, under section 4 of the Children (Scotland) Act 1995?  
Yes  No
- (c) Has a Court Order been granted awarding the father of your child parental responsibilities or depriving you of your parental responsibilities?  
Yes  No
- (d) If child's birth was registered or re-registered on or after 4 May 2006, does the father's name appear on the child's birth entry?  
Yes  No

Signed .....

Name (*block capitals*) .....

Relationship to child .....

Address .....

.....

..... Postcode .....

Telephone number .....

Date .....



**General Register Office  
for  
SCOTLAND**  
*information about Scotland's people*

**Change of Name Unit**  
New Register House  
Edinburgh  
EH1 3YT

Direct line	0131 314 4404	International	+44 131 314 4404
Facsimile	0131 314 4400	GTN	7166 404
Switchboard	0131 334 0380	E-mail	namechange@gro-scotland.gsi.gov.uk

## NOTES

An application by one parent to record a change of name of their child can only be accepted if that parent has sole parental responsibilities for their child.

The mother of a child always has parental responsibilities and parental rights in relation to a child, **unless** she has been deprived of them by a Court Order. Where the parents are not married at the time of the child's conception or subsequently, then the father may only gain parental responsibilities and rights in three ways.

1. Both parents can agree that the father shall have parental responsibilities and parental rights by making a formal Parental Responsibilities and Parental Rights Agreement under Section 4(1) of the Children (Scotland) Act 1995 Act (the Act). To make an agreement, the mother and father have to complete a special form together, sign it before witnesses and register it with the Registers of Scotland.
2. The father may be given parental responsibilities by a Court Order made under Section 11 of the Act.
3. Where the child's birth was registered or re-registered on or after 4 May 2006 and both parents' names appear on the child's birth entry.

Before an application can proceed therefore we require to know:

- (a) whether a Parental Responsibilities and Rights Agreement has been made with the child's father under section 4 of the Act;
- (b) whether a Court Order has been granted awarding the father of the child parental responsibilities or depriving the mother of her parental responsibilities;
- (c) whether the father's name appears on the child's birth entry for a child's birth registered or re-registered on or after 4 May 2006.

Please note that if **ANY OF THE ABOVE APPLIES**, we need the father's signature before the recording can proceed.

**THIS FORM SHOULD BE SENT, TOGETHER WITH THE APPLICATION TO RECORD A CHANGE OF NAME, THE APPROPRIATE FEE AND SUPPORTING EVIDENCE (where required), TO:**

**The General Register Office for Scotland  
Change of Name Unit  
New Register House  
Edinburgh  
EH1 3YT**

There is a booklet available, called "Family Matters: Family Law and Young People in Scotland" which provides further information on parental responsibilities and rights. This can be obtained from The Scottish Executive Justice Department, Telephone: 0131 244 3581 or Fax: 0131 244 2195.