

**DOCUMENTS REQUIRED FOR SURNAME/NAME CHANGE AND
PUBLICATION OF NOTICE IN ORISSA GAZETTE/EXTRA
ORDINARY ORISSA GAZETTE**

A For State Government Employee

- (1) Application to be forwarded through the Employer.
- (2) Attested copy of Deed Changing Surname duly executed before Appropriate Authority.
- (3) Original Newspaper Full Page in which Notice regarding change of Surname has been published.
- (4) Two exact copies of the Notice as published in Newspaper to be typewritten or handwritten on plain paper with full signature of the applicant in new Name.

B For employed persons other than State Govt. Employees

- (1) Application to be forwarded through the Employer.
- (2) Attested copy of Affidavit duly executed before Appropriate Authority.
- (3) Deed Changing Surname duly filled in.
- (4) Original Newspaper Full Page in which Notice regarding change of Surname has been published.
- (5) Two exact copies of the Notice as published in Newspaper to be typewritten or handwritten on plain paper with full signature of the applicant in new Name.

C For any other Individual

- (1) Attested copy of Affidavit duly executed before Appropriate Authority.
- (2) Deed Changing Surname duly filled in.
- (3) Original Newspaper Full Page in which Notice regarding change of Surname has been published.
- (4) Two exact copies of the Notice as published in Newspaper to be typewritten or handwritten on plain paper with full signature of the applicant in new Name.

- N.B:-**
- (i) *The applicant has to mention in his/her application the intention to publish the notice in Orissa Gazette/ Extraordinary Orissa Gazette*
 - (ii) *For minor candidates, either of the parents can make the application.*
 - (iii) *News paper publication should be made after execution of Deed Changing Surname/ Affidavit.*