DOCUMENTS REQUIRED FOR SURNAME/NAMES 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) Newspaper publication should be made after execution of Deed Changing Surname/Affidavit.