

Instructions:

- Government of Odisha have started Online Gazette Publication Services.
- All applications for Gazette Publication of changes in Name/Surname will be processed online through e-Gazette Portal (<https://egazette.odisha.gov.in/>) to provide hassle-free services to all residents of Odisha.
- Applicants shall apply for Gazette publication of their name change in this portal. After approval of the application, applicants shall pay the required fee for Gazette Publication in this portal.
- The published Gazette can be downloaded from this portal.

Change of Name/Surname Document Details/

- **For applicants above 18 years of age:**
 1. Recent Affidavit of Name/ Surname Change sworn before the Executive Magistrate/ Notary Public
 - The applicant should clearly declare in the affidavit that he/she has changed his/her Name/Surname from OLD NAME to NEW NAME citing purpose of such name change. (*Sample Affidavit Format – **Annexure-1***)
 2. Notice of name change published in Newspaper
 - Newspaper/e-Paper (full page), in which the notice of the name change of applicant from OLD Name to NEW Name has been published as per the format at - **Annexure-2.**
 3. Photo Identity Proof & Address Proof Document Details (Attach all documents in a single PDF):
 - Photo identity proof of the applicant (Aadhaar/ PAN/ Voter ID etc.) for old name
 - Address proof document (Odisha) of the applicant.
 - Photo Identity proof of the applicant (Aadhaar/ PAN/ Voter ID) for new name (optional)
 4. For Government Servant- Approval/ NOC from the concerned office of Government Servant for Change of Name/Surname from old name to new name.
 5. For Government Servant- Duly filled Deed Changing Name/Surname Form. (*Format - **Annexure-3***)

- **For Minors i.e. Below 18 years of age (Applicant – father/mother/legal guardian) :**
 1. Recent Affidavit of Name/ Surname Change sworn before the Executive Magistrate/ Notary Public
 - Either of the parents/legal guardian should clearly declare that he/she has changed the name/surname of his/her minor son/daughter/ward from OLD NAME to NEW NAME citing purpose of such name change. (*Sample Affidavit Format – **Annexure-4***)
 2. Notice of name change published in Newspaper
 - Newspaper/e-paper (full page), in which the notice of name change of Minor by the applicant from OLD Name to NEW Name has been published as per the format at - **Annexure-5**.
 3. Photo identity proof & address proof of the applicant.
 4. Age Proof of the Minor (Birth Certificate / Aadhaar etc.), in which the name of applicant has been mentioned as father/mother/ legal guardian of the minor; proof of old name of minor; and any other supporting document.
 - In case of legal guardian - birth certificate of minor, the death certificate of father & mother of the minor along with any document in proof of their guardianship (viz. court appointment order, will etc.)

6. That, the change of name request is not for any fraudulent or wrongful purpose, detrimental to the rights or interests of any other person, or prohibited by or violative of any judicial or administrative adjudication.
7. That, I hereby declare and affirm that the Affidavit is signed by me and all its contents are true and correct to the best of my knowledge and belief.

In executing this declaration, I have hereunto subscribed my former and adopted Names of *(old name)* and *(new name)* and affixed my signature on this *(date)* signed, sealed and delivered by the above name.

Signed, sealed and delivered by the above

 (Signature as per old name)

 (Old name)

 (Signature as per new name)

 (New name)

Notice (above 18 years of age)

By virtue of an affidavit sworn before **(Executive Magistrate/Notary Public)**,
(place) , dated (affidavit date) I, (new name), Address
(Complete Odisha address) declare that I have changed my name from
(old name) to (new name). Henceforth, I shall be known as (new name)
for all purposes.

(New Name)

DEED CHANGING NAME/SURNAME FORM

By this deed, I the Undersigned (new name) if etc., now formerly called(old name) employed as (designation of the post held) at the time by the Government (concerned) at place where employed in the(Department) of the Government of Odisha do hereby :

1. For and on behalf of myself I wholly renounce, relinquish and abandon the use of my former surname/name of and in place thereof do assume from the date hereof the surname/ name of and as that I may thereafter be called, known and distinguished not by my former surname/ name of but by my assumed name of
2. For the purpose of evidencing such my determination I hereby declare that I shall at all times hereafter in all records, deeds and writings and in all proceeding dealing and transaction private as well as public and upon all occasions whatsoever use and sign the surname/name of as my surname/name in place of and in substitution of my former surname/name of
3. I expressly authorise and request all persons at all times designate and address me and my wife and children and remoter issue by such assumed name of accordingly.

IN WITNESS WHEREOF I have here into subscribed my former and adopted Names of and and affixed my seal day of signed, sealed and delivered by the above name.

Old Name

New Name

In presence of two witnesses with address:

1.

2.

Notice (for Minor)

By virtue of an affidavit sworn before (Executive Magistrate/Notary Public),
(place) , dated (affidavit date) I, (Applicant Name),
Address (Complete Odisha address) declare that I have changed the name of
my son/daughter/ward from (old name) to (new name). Henceforth,
he/she shall be known as (new name) for all purposes.

(Applicant Name)