

PASSPORT OFFICE MINISTRY OF FOREIGN AFFAIRS

PROCEDURE FOR CHANGE OF NAME BY DEED POLL AND APPLICATION FOR PASSPORT IN THE NEW NAME

1. Applicant seeks the assistance of an attorney to draw up the deed poll document. Please note that a Justice of the Peace **cannot** prepare a deed poll document.
2. A notice of “**intent to change name by deed poll**” is then posted in the Guardian **and** Tribune (daily papers) by the attorney or applicant (Please see the attached for guidance regarding the language). Family Island applicants are to register their intent with the Administrator’s Office and post notice in local papers. A thirty-day wait period is required to allow the public opportunity to register its comments with the Passport Office.
3. Kindly note that in the case of minors, the Deed Poll document and notice of “intent to change name by deed poll” must be drawn up, and posted respectively, on their behalf by their legal guardian.
4. After the thirty-day wait period, applicant appears at the Passport Office with the original and a copy of the following documents:
 - Deed Poll Document/Certificate of Naming
 - Newspaper Advertisements - full page - posted within the last year
 - Birth Certificate or Affidavit of birth
 - Marriage Certificate/Divorce Decree (where applicable)
 - National Insurance Board (NIB) Card
 - Completed Application form with countersignature
 - Three photographs-one countersigned
 - Passport (where applicable)
5. An Interview is conducted at the time of submission of documents; Additional documents might be requested during the interview
6. A package that includes relevant documents from the above list is prepared for registration of the deed poll document at the Registrar-General’s Department. Once document is lodged with the Registrar-General’s Department, a copy of the receipt (showing payment) is returned to the Passport Office
7. The application to have the passport issued in the new name is reviewed by the Chief Passport Officer for a decision, which is then communicated to the applicant
8. If the decision is to issue the passport in the new name, the applicant may then enroll for the passport at which time the application proceeds through the normal passport application process.
9. The fee for adults (i.e., persons fifteen and a half (15 ½) years old and above) is \$50.00 and for children, \$25.00.

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SAMPLE

PUBLIC NOTICE

INTENT TO CHANGE NAME BY DEED POLL

The public is hereby advised that I, -----(current name) of -----(street and subdivision), P.O. Box -----, intend to change my name to -----(new name). If there are any objections to the change of name by deed poll, you may write such objections to the Chief Passport Officer, P.O. Box N-742, Nassau, Bahamas no later than thirty (30) days after the date of the publication of this notice.

PUBLIC NOTICE

INTENT TO CHANGE NAME BY DEED POLL

The public is hereby advised that I, -----(legal guardian's name) of -----(street and subdivision), P.O. Box -----, mother/father or legal guardian of -----(child's name) intend to change my/our child's name to -----(new name). If there are any objections to the change of name by deed poll, you may write such objections to the Chief Passport Officer, P.O. Box N-742, Nassau, Bahamas no later than thirty (30) days after the date of the publication of this notice.

PUBLIC NOTICE

CHANGE OF NAME BY DEED POLL

The public is hereby advised that I, ----- of (address), have changed my name to ----- (new name) through the Court of Canada. If there are any comments on the name change, you may write to the Chief Passport Officer, P.O. Box N-742, Nassau, The Bahamas, no later than thirty (30) days after the date of the publication of this notice.