

Rannóg na nÍocaíochtaí Teagasc Baile
Rannán na Scoileanna- Airgeadas,
An Roinn Oideachais agus Scileanna
Cor na Madadh
Baile Átha Luain
Co. na hIarmhí N37X659



Home Tuition Payment Section,
Schools Division – Financial,
Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath N37X 659

REQUEST TO CHANGE THE PERSONAL NAME ON THE RECORDS
HELD BY THE DEPARTMENT OF EDUCATION & SKILLS.

Important: This Department can only maintain one name for each individual.

Current details held by this Department.

Name: _____ PPSN: _____

Date of Birth : _____ Teaching Council Registration Number : _____

I, the undersigned, wish to inform the Department of Education & Skills, that I have now changed my name from that which is listed above to :

With effect from: _____

I confirm that I wholly renounce, relinquish and abandon the use of my old name and in place thereof assume and adopt from the date listed above my new name so that I may hereafter be called known and distinguished not by my old name but by my new name.

That I shall at all time hereafter in all records , deeds and documents and any other writing and in all actions, suits and proceedings as well as in all dealings, transactions matters and things whatsoever and upon all occasions use and subscribe my new name in place and in lieu of my old name relinquish as aforesaid.

That I expressly authorise and request all persons at all times hereafter to designate and address me by my assumed and adopted new name.

That I have informed and notified the Revenue Commissioners and the Department of Employment Affairs and Social Protection of my name change and I attach a copy of the notification received from them confirming the name change,

Old Name Signature : _____ **Date:** _____

New Name Signature : _____ **Date :** _____

Reason for name change :

Marriage : _____ Please forward your legal Marriage Certificate

Deed Poll : _____ Please forward copy of your registered deed poll

Other Reason : _____ Please forward any and all supporting documentation.

RETURN COMPLETED FORMS TO: The Department of Education & Skills, Home Tuition Payments Section, Schools Division Financial Cornamaddy, Athlone, Co. Westmeath N37 X 659.