



**PARENTS WHO WERE UNMARRIED  
(AND HAVE NOT SUBSEQUENTLY MARRIED)  
OR WERE NOT IN A CIVIL PARTNERSHIP  
AT THE TIME OF THE CHILD'S BIRTH**

Child's Name (BLOCK CAPITALS): .....  
.....

(a) Have you made a Parental Responsibilities and Rights Agreement, with your child's natural father/parent, under section 4 of the Children (Scotland) Act 1995?

Yes  No

(b) Has a Court Order been granted awarding the natural father/parent of your child parental responsibilities or depriving you of your parental responsibilities?

Yes  No

(c) If child's birth was registered or re-registered on or after 4 May 2006, does the natural father's/parent's name appear on the child's birth entry?

Yes  No

Signed .....

Name (BLOCK CAPITALS) .....

Relationship to child .....

Address .....

.....

..... Postcode .....

Telephone number .....

Date .....



**General Register Office**  
*for*  
**SCOTLAND**  
*information about Scotland's people*

**Change of Name Unit**  
New Register House  
Edinburgh  
EH1 3YT

Direct line	0131 314 4404	International	+44 131 314 4404
Facsimile	0131 314 4400	GTN	7166 404
Switchboard	0131 334 0380	E-mail	namechange@gro-scotland.gsi.gov.uk

## GUIDANCE NOTES TO HELP YOU COMPLETE FORM PRF

- A. An application by one parent to record a change of name of their child can only be accepted if that parent has sole parental responsibilities for their child.

Before an application can proceed therefore we require to know:

- (a) whether a Parental Responsibilities and Rights Agreement has been made with the child's natural father/other parent under section 4 of the Act;
- (b) whether a Court Order has been granted awarding the natural father/other parent of the child parental responsibilities or depriving the mother of her parental responsibilities;
- (c) whether the natural father's/parent's name appears on the child's birth entry for a child's birth registered or re-registered on or after 4 May 2006.

Please note that if **ANY OF THE ABOVE APPLIES**, we need the natural father's/parent's signature before the recording can proceed unless these rights have subsequently been removed by a Court.

- B. **THIS FORM SHOULD BE SENT, TOGETHER WITH THE APPLICATION TO RECORD A CHANGE OF NAME, THE APPROPRIATE FEE AND SUPPORTING EVIDENCE (where required), TO:**

**The General Register Office for Scotland**  
**Change of Name Unit**  
**(Room 35)**  
**New Register House**  
**Edinburgh**  
**EH1 3YT**

There is a booklet available, called "Family Matters: Family Law and Young People in Scotland" which provides further information on parental responsibilities and rights. This can be obtained from The Scottish Government Civil Law Division, Telephone: 0131 244 3581 or Fax: 0131 244 8325 or e mail [family.law@scotland.gsi.gov.uk](mailto:family.law@scotland.gsi.gov.uk)

For any enquiries, please telephone the Change of Name Unit on 0131 314 4404, 4545, 4409 or 4444.