



SPRINGDALES SCHOOL, PUSA ROAD

CIRCULAR

Dear Parents,

Please follow the steps given below for any name change, correction in the spelling, addition / deletion of surname etc.

Affidavit

The first step in the legal procedure is affidavit submission. You need to contact a notary to do the needful. The affidavit reflects both your old and new names. Affidavits can be used for changing the whole name, surname or just a few letters.

Newspaper Publication

If you have made the affidavit, the next step is to publish an advertisement/notification in the local newspaper that you have changed your name. For this, you need to select two newspapers, one published in the official language of the state and the other, an English daily.

Gazette Notification

The Name Change should be notified in the Gazette. Once the gazette notification is published, your name change will be legally complete. The name change gazette notification is mandatory

Dr. Mala Gupta

Principal

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