

NAME CHANGE/CORRECTION PROCEDURE

The name change/correction procedure goes through three steps.

- **Name Change Affidavit** – Applicant is to make an affidavit through Notary/Magistrate mentioning his/her current name and address and proposed new name in the affidavit.
- **Publish Newspaper Advertisement** – After getting the affidavit, applicant has to publish an advertisement of his/her name change/correction in any national or regional daily newspaper.
- **Notification in the Assam Gazette** - For the final stage, applicant must visit the “Directorate of Printing & Stationery, Bamunimaidan, Guwahati-21, Assam.”

Applicant must bring the following documents –

- a. An application for name change/correction addressing –

“To,

The Publisher

Assam Gazette

Bamunimaidan, Guwahati-21, Assam.”

- b. Duly filled [Public Notice](#) form.
- c. Original copy of newspaper where the advertisement of name change/correction is published.
- d. Two copies of passport sized photo.
- e. Copy of affidavit.
- f. ID Proof. (Contains one correct and one incorrect id proof.)

Applicant must bring original documents along with hard copy .The user fee for Gazette publication is Rs. 240. The payment can be made via e-gras/online mode.

After successful verification of all documents, Directorate of Printing & Stationery will publish your name change/ correction notice in “The Assam Gazette.”