

## **VPB Guidance Note 12: Supporting Material for Proof of Name Change**

### *Statutory Authority*

- *Under Schedule 1 paragraph 2(3) to The Victims' Payments Regulations 2020, the Victims' Payment Board may do anything it considers to be appropriate for facilitating, or to be incidental or conducive to, the exercise of its' functions.*
- *The President of the Victims' Payment Board under Schedule 1 paragraph 4(3) to the Regulations is responsible for ensuring the efficient and effective discharge of the Board's functions.*
- *Under Schedule 1 paragraph 1(1) to the Regulations, the Board has been established as a body corporate and under Schedule 1 paragraph 1(3) to the Regulations and section 19(1)(a)(v) of the Interpretation Act (NI) 1954, it has the right to regulate its own procedure and business.*

### **Subject Matter:** Supporting Materials – Proof of Name Change

The Victims' Payments Board will accept the following list of documents as sufficient evidence of a change of name:

- Marriage/civil partnership document;
- Divorce decree;
- Certificate of Naturalization showing the new name;
- Court order approving a name change;
- Deed poll;
- Statutory declaration;
- Supporting affidavit of applicant or instructing solicitor.

**These documents must be certified by one of the following;**

- Civil Servants
- Notary public
- Solicitor
- MLA/MP
- Doctor/Dentist/Pharmacist
- Police Officers
- Councillors
- Teachers
- Clergy
- Court of Judicature of NI
- Approved Welfare Support Officers working for the five organisations listed at Support Services
- Bank/Building Society Manager

**IMPORTANT INFORMATION FOR THOSE CERTIFYING DOCUMENTS**

**The certifier should write on each copy document as below;**

**For non-photo ID documents**      Certified to be a true copy of the original seen by me'

- Print Name
- Occupation
- Badge No. /Employee Ref. No. / Other professional registration No. (as applicable)
- Address
- Tel No.
- Sign and date

**Please note**

- All certified documentation must be dated within 6 months of the date received.
- You cannot ask someone to certify your documentation if you are:
  - related to them by birth or marriage or
  - in a relationship with or live at the same address as them.

*Should the Secretary of the Scheme have any concerns about the provenance of any of the above documents it must be referred to a judicial member of the Victims' Payments Board for further direction.*

Date	Author	Version
August 2021	VPB	New v1.0
September 2022	VPB Corporate Services	v2.0