# GENERAL DOCUMENT PREPARATION / NAME CHANGE QUESTIONNAIRE

Use for affidavits, declarations, letters, deed-poll/name-change preparation, and other administrative document-support requests. Court filings or legal instruments may require attorney review depending on the matter.

## CLIENT DETAILS

| | |
|---|---|
| **Full Current Legal Name** | |
| **Date of Birth** | |
| **Residential Address** | |
| **Telephone / Email** | |
| **Government ID** | |

## DOCUMENT REQUESTED

[ ] Affidavit
[ ] Declaration
[ ] Consent / Authorization Letter
[ ] Demand / Administrative Letter
[ ] Name Change / Deed Poll
[ ] Court Form Support
[ ] Certified Copy / Attestation Request
[ ] Other

| | |
|---|---|
| **Receiving Person / Agency** | |
| **Purpose** | |
| **Deadline** | |
| **Case / Reference No.** | |

## FACTS / INSTRUCTIONS

**Set out the facts, names, dates, amounts, addresses, events, and exact result you need from the document:**

_____
_____
_____
_____
_____
_____
_____
_____

## NAME CHANGE / DEED POLL - IF APPLICABLE

| | |
|---|---|
| **Current Full Legal Name** | |
| **Proposed New Legal Name** | |
| **Reason for Change** | |
| **Any prior legal name changes?** | |
| **Birth Certificate Name** | |
| **Nationality / Passport Details** | |

## SUPPORTING DOCUMENTS

[ ] Photo ID

[ ] Birth certificate

[ ] Marriage/divorce document

[ ] Court document

[ ] Proof of address

[ ] Correspondence

[ ] Supporting receipts/records

[ ] Other

_____ _____

**Client Signature** **Date**