

Change of name - Guidelines for applicants

The application fee is P100.00 and it takes forty days to process an application for a change of surname.

An applicant should present all the required documents such as legal documents bearing the present and proposed surname (certified copies of educational certificates, pages 1 and 2 of a valid Passport, birth certificates, and identity card) as well as a letter of request to the Minister stating the reasons, then complete the relevant forms.

NB: Some documents will be required as per the reason for application a copy of:

- Marriage certificate for married women changing from maiden to marital surnames
- Decree Absolute for divorced women reverting to their maiden surnames
- Death certificate of spouse for widowed women reverting to their maiden surnames
- Decree Absolute for children above 21 years changing from father's surname to their mother's maiden name (changes are not allowed for children below 21).
- A step child needs a letter of consent from the step father and certified copy of his national identity card.

Issue of certificates

Upon payment of the required fee, the application will be processed and published for 30 days in the Botswana Gazette. In the absence of objections, the notification is then sent for a second publication and then the Minister issues an Authorization Letter.

Loss of certificates

A letter of request for a duplicate Authorisation letter should be written to the Director accompanied by a P20.00 fee