



Revised Guidelines for Name Change and Correction of Date of Birth, 2024

Service 004: Name Change

Implementation of Name Change Service

1. This service shall be considered only for individuals who have **not yet processed a Citizenship Identity/Special Residence card**. These changes can be made at the time of or before processing a new (first-time) Citizenship Identity/Special Residence card under the following conditions:

A. Before School/Monastic Enrollment

- i. Parent(s) must complete the Name Change and Correction of Date of Birth Form No. BCRS-NC&AC-01;
- ii. Submit an application specifying the reason for the name change.

B. Students up to Class IX

- i. Name change requests must be supported by the latest School Progress Report/Academic Transcript.

C. Students above Class X

- i. Name change requests must be based on the Academic Transcript issued by the BCSEA or equivalent institutions/universities abroad.

D. Monks/Nuns

- i. Name change requests must be supported by an academic transcript or certificate issued by the Dratshang or other religious institutions.

2. An individual who is issued with 3G citizenship identity/special residence card, and wishing to add second name to the first single name, such as repeating the first name as second name may be facilitated based on the following documents:

- i. Duly filled Name Change and Correction of Date of Birth Form No. BCRS-NC&AC-01;
- ii. An application clearly mentioning the reason for adding the second name.

3. Other name changes shall not be entertained for individuals who have already been issued with 3G citizenship identity/special residence card, with the exception on religious ground (an original certification from religious personnel or organization).

Note:

The name spelling correction shall be accorded based on the relevant testimonials and documentary evidence, and shall not be equated to name change.

Service 004: Correction of Date of Birth

Implementation of Correction of Date of Birth Service

1. Correction of Date of Birth shall only be considered for individuals who have **not yet processed a Citizenship Identity/Special Residence card**. These corrections can be made at the time of or before processing a new (first-time) Citizenship Identity/Special Residence card under the following conditions:

A. Before School/Monastic Enrollment

- i. The Parent(s) must complete the Name Change and Correction of Date of Birth Form No. BCRS-NC&AC-01;
- ii. The correction request for a child prior to school or monastic institution enrollment will be crosschecked with the Birth Registration Form and Health documents submitted during the initial registration.

B. Students up to Class IX

- i. Correction of Date of Birth requests must be supported by the latest School Progress Report/Academic Transcript;
- ii. Notwithstanding the above provision B (i), an academic transcript with a different name and date of birth from the civil registration record shall not be used as a basis. Additionally, if it results in a change of birth order among the individual's siblings, it shall be considered invalid.

C. Students above Class X

- i. Correction of Date of Birth requests must be based on the Academic Transcript issued by the BCSEA or equivalent institutions/universities abroad;
- ii. Notwithstanding the above provision C (i), an academic transcript with a different name and date of birth from the civil registration record shall not be used as a basis.

Additionally, if it results in a change of birth order among the individual's siblings, it shall be considered invalid.

2. **This service** shall not be entertained for individuals who have already been issued with 3G citizenship identity/special residence card.
3. The correction of Date of Birth shall not be facilitated for births registered after the implementation of the online Bhutan Civil Registration System, except for clerical errors made at the time of registration.
4. The correction of Date of Birth for individuals who acquired citizenship through Regularization or Naturalization shall not be facilitated.
