



## Deed Poll – A step by step guide

### What documents do you need?

- Your Birth Cert
- PPS Number
- Form of Official ID – Passport, Drivers Licence
- Official Deed Poll Paper

### How much will it all cost?

If you do it yourself it should cost in around €50 in total.

### Step by step guide

Get all your documents ready and go into the Four Courts – go to the ‘Central Office’ There you should get an up to date ‘sample’ deed poll and affidavit which you can get emailed to you or printed out. Don’t worry, they’re really helpful and friendly.

Once you’ve got your sample Deed Poll (which will show you how to fill the whole thing out), head to the shop beside the Law Library – the Central Office will give you directions. Buy a few sheets of Deed Poll paper (you need at least 2 but in case you make a mistake it’s always good to have more). Once you’ve got the paper, head to the nearest net café (there is one on Capel St.), type up the deed poll and print it on the deed poll paper. Don’t sign anything yet.

Then go to a solicitor’s office (you can find many opposite and beside the Four Courts) and get it signed, stamped and witnessed. You can bring your own witness or sometimes the secretary or someone else in the office will witness it for you. The signing and witnessing of a Deed Poll (as long as you have it written and printed yourself on the Deed Poll paper) should only cost about €20. You may need your official ID at this point.

You now need to pay the stamp duty on the deed poll. As you go into the public entrance of the Four Courts go into the red-brick building on your left. Pay the €30 stamp duty on the Deed Poll then head back to the general office. You’ll need your Birth Cert now. Get it checked, hand it in and then you’re done! Should take around 2 weeks or so to get the Deed Poll back.

There are of course various other ways to do the Deed Poll but doing it yourself is the cheapest.

Contact the Central Office:

**Address:**

Central office  
Four Courts  
Ground Floor (East Wing)  
Inns Quay  
Dublin 7

**Phone: +353 (0) 1 888 6000 / 6442 / 6511 / 6512**

**Fax: +353 (0) 1 888 6125**

**Email: [HighCourtCentralOffice@courts.ie](mailto:HighCourtCentralOffice@courts.ie)**

Taken from:

<http://www.courts.ie/offices.nsf/bae2125da4ef043080256e45004d04f3/ba8c6b40ef20abc080256e45005861bb?OpenDocument>

Map of Four courts:

<http://www.courts.ie/offices.nsf/66f17ad8f19fb0a680256e4300418691/c11e84e2e33534aa80256f310063e2cf?OpenDocument>

Please feel free to link people to this information but if you want to place it anywhere please do so with a link back to the TENI website and credit us.

*All information correct at time of writing – Last update 22<sup>nd</sup> June 2007*

*Taken from <http://www.teni.ie>*