

**Documents presented in
different names**

4.1.1 There are many legitimate reasons as to why someone may have documents in different names, for example, through marriage, divorce, religious or professional reasons or they may prefer to be known by their middle name. Individuals may choose to change their name at any time and be known by this name without going through any legal process.

4.1.2 Any such information must be matched with supporting documentary evidence that recognises the name change. For example, this might include but is not exclusive to:

- a marriage or civil partnership certificate
- a decree absolute/civil partnership dissolution certificate
- a deed poll certificate
- a recognition certificate.

4.1.3 If the individual cannot provide sufficient proof of their change of name as described above, employers will need to undertake a risk assessment to determine whether to confirm an unconditional offer of appointment or not. On rare occasions where the necessary assurances cannot be obtained, we would recommend that the risk assessment should be conducted with senior members of the HR recruitment and security teams to ensure a decision not to appoint is reasonable and fair.