

Legal names and the COSRT registers requirements policy

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Names and the COSRT Register Requirements

As a minimum requirement for holding Registered membership, members must consent to their full name, being published on COSRT's searchable public Registers.

- Any change of name must be notified to the Operations Manager to ensure that the Registers are updated promptly and accurately. Appropriate official documentation must be provided to support any change of name, such as a marriage certificate, deed poll certificate, or other relevant legal documentation. Further information is available from the GOV.UK section on changing your name. <https://www.gov.uk/change-name-deed-poll> Please note the law in Scotland may be different <https://deedpolldepartment.co.uk/how-to-change-your-name-in-scotland/>
- Overseas members should consult local official government sources.
- Married, or civil partnership names may be double barrelled if the marriage or civil partnership certificate shows both names.
- Registrants may keep their pre-married name for professional use on production of a birth certificate and marriage or civil partnership certificate.
- Middle names can be used as they are legal names and will normally be listed as full name with known as "middle name".
- Student lists must use legal names as in the above criteria.

Exceptional Circumstances

COSRT recognises that there may be exceptional circumstances in which it is appropriate not to publish a Registrant's name on the online Registers. Such circumstances may include, but are not limited to:

- Where the member, or a member of their family, could be placed at risk of abuse, harassment, or physical harm if their name and location was publicly available on the Registers.
- Where the member, or a member of their family, has previously been subject to abuse, physical harm, stalking or harassment.
- Where there are relevant court orders, or other legal or protective circumstances that justify withholding the member's details from the public Registers.

Members who believe that their circumstances warrant an exemption from having their name published on the online Registers may submit a request to the Professional Standards Committee for their consideration and assessment.

Requests for further information regarding the process for making such an application should be directed to info@cosrt.org.uk.