

REQUIREMENTS FOR CHANGE OF PARTICULARS ON YOUR ID

(a) CHANGE DUE TO MARRIAGE

(i) Religious and Civil Marriages

- Certified copy of marriage certificate
- Husband's and wife's Identity Cards
- Where the husband is non-Kenyan, a copy of the passport as proof of nationality.
- Presence of applicant and the spouse for LTP

(ii) Customary Marriage

- Couple's sworn affidavit
- Wife's parents' consent letter with left thumb print confirming marriage
- Copies of parents' identity cards
- If parents are deceased, consent letter from the applicant's blood relative with left thumb print and copy of his/her identity card, parent's death certificate copy and Chief's formal letter if death certificate is unavailable

(iii) Divorce

- A divorce certificate for registered marriages
- Court order dissolving the marriage for customary marriage

(b) CHANGE OF NAME

(i) Addition of Parent's Name

- Applicant's sworn affidavit and ID copy
- Father's/Mother's sworn affidavit with her left thumb print and copy of identity
- Where parents are deceased, copy of death sibling's sworn affidavit appended with print and ID copy

(ii) Religious Name

- Sworn affidavit
- Copy of Identity Card
- Religious certificate or card
- Copy of Identity Card or ARA in case of loss of ID
- Set of fingerprints recorded on the prescribed form
- Proof of payment of prescribed fee

(iii) Addition / Removal of other Names marriage

- Sworn affidavit and ID copy
- Academic certificate
- Deed poll and Kenya gazette
- Any other document that may be required

c) CHANGE OF RESIDENCE

- Sworn affidavit and ID copy
- Letter from Administrative Officer or land title deed

d) CHANGE OF YEAR OF BIRTH

- Sworn affidavit and ID copy
- Certificate of birth issued before the ID card
- Birth Certificate Verification Letter