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**CHAPTER 24. CHANGE OR CORRECTION OF NAME**

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**24.01 GENERAL**

1. Name of Insured. The records of VA will be amended to reflect the correct name of the insured or change in his/her name upon receipt of satisfactory evidence as to the correct or new name. Generally, the records will not be amended simply to add a title, such as "Colonel" or "Doctor", etc.
2. Name of Beneficiary
3. During the lifetime of the insured, a request for change in the name of the beneficiary must be over the signature of the insured.
4. If a change in the insured's name affects the name of the beneficiary, as in the case of a spouse or minor child, the change in the name of the insured will also cause the change of name of the beneficiary.

**24.02 SATISFACTORY EVIDENCE**

a. VA Form 29-586, Certification of Change or Correction of Name

1. Part I of VA Form 29-586 or a statement over the signature of the insured, containing substantially the same information as outlined in part I of the form, will be required in the following instances:
2. If the insured failed to give his complete first or middle name on the original application, and now wants to correct the omission.
3. If the first or middle name of the insured appears as a nickname or contraction, such as "Will" on the original application, and the insured now desires his full name to appear on the records.
4. If the insured desires to have the order of his first and middle names reversed, e.g., "Henry John" changed to read "John Henry." Supporting documentation will be required.
5. If the insured wants to correct or change the spelling of any part of his name, provided there is no material change in the pronunciation. Supporting documentation will be required.
6. If the insured signed his name by mark on the original application, and later writes his name, whether or not it is spelled the same as it was on the original application. Supporting documentation will be required.
7. If the name of the insured appeared on the original application in a foreign spelling, such as "Oiseau," and the insured desires to change to the English equivalent "Bird”. Supporting documentation will be required.
8. If the insured used more than one given name on the original application, and now wants to eliminate any of the given names from the records. Supporting documentation will be required.
9. If the insured wants to take, add, or change a given name. Supporting documentation will be required.
10. If the insured wishes to drop or add to his name, the suffix `Jr. "or "Sr." Supporting documentation will be required.
11. If the insured's name has been changed by marriage or divorce. Supporting documentation will be required.
12. Parts I and II of VA Form 29-586, or statements containing substantially the same information as shown on the form, signed, dated by the insured and two witnesses, with the address of each, will be required in the following instances:
13. If the insured requests his name changed on VA records for any reason other than those listed in subparagraph (1) above.
14. If the insured performed military or naval service under an assumed name or alias and used the assumed name or alias when applying for insurance, and now desires his correct name to appear in the records. In such case the facts and circumstances regarding the use of the assumed name or alias must be satisfactorily explained and it must be clear that the insured is requesting that his correct name be entered in the records. In any case where doubt exists, VA and service records should be reviewed to determine whether the records indicate any evidence relative to the correct name of the insured.

b. Official Report from Service Department. If the insured is a member of the Armed Forces, an official report from the service department indicating that evidence has been submitted to justify a change of name on the service records will be sufficient authority to change the name of the insured on VA records.

1. VA Systems of Records:
2. Prior to making a name change, other VA systems of records, not related to the insurance policy, must be checked. Previously verified name changes documented within other VA systems of record are considered acceptable proof of a name change under subparagraph a(1) or a(2).
3. If VA systems of records do not indicate a name change, correction to those records must also be made. Upload documents showing proof of name change to VA systems and email the point of contact at the Regional Office to take action.