

Please write in BLOCK CAPITALS to help us process your request. Please return the form in the enclosed reply-paid envelope.

1 Your existing/former details

Title Mr ☐ Mrs ☐ Miss ☐ Other ☐

Gender Male ☐ Female ☐

Forename(s)

Surname

Address

Postcode

Membership Number(s)

2 Your new contact details

Title Mr ☐ Mrs ☐ Miss ☐ Other ☐

Gender Male ☐ Female ☐

Forename(s)*

Surname

** If you wish to record a change to any of your forenames, you must produce a Deed Poll or Statutory Declaration*

3 Reason for name change

Please tick in ONE box to indicate the method/reason for your name change

Marriage/Civil Partnership ☐

Divorce/Dissolved Civil Partnership ☐

Deed Poll/Statutory Declaration ☐

Other ☐ (please specify the reason)

You will need to send us evidence of your name change.

There is no need to send us the original documents, however you must have any copies certified before sending them to us.

Valuable documents such as passports, marriage certificates, driving licence and pay slips will be returned by recorded delivery.

The next column gives you information about certifying documents.

Change due to marriage (One of the below):

- Marriage certificate
- Passport or driving licence showing your new name
- Civil partnership agreement

Change due to divorce:

- Decree nisi/absolute (for divorce) and birth certificate (if returning to your maiden name)

Any other name change:

- Deed poll (for any other name change)
- Statutory declaration (for any other name change)

4 Declaration and signatures

Previous signature	
New signature	Date / /

5 Who can certify your documents?

Please ask one of the following people to certify that the copy of the document you are sending is the same as the original:

- An FCA regulated financial adviser
- A solicitor registered on the Law Society register
- An accountant – with details of registration
- An officer of a regulated financial services institution
- A Government department official – with details
- An FCA/OFT regulated mortgage broker
- A teacher with registered GTC number (or equivalent)
- Ministers of Religion
- A GP or officer of an NHS Health Authority
- Post Office employee (including the Post Office.ID Checking Service)

6 How do you certify a copy of a document?

To certify a copy of a document with a photograph on it the following words should be used:

“I certify that this is a true copy of the original document and any photograph bears a good likeness of the applicant.”

To certify a copy of a document without a photograph the following words should be used:

“I certify that this is a true copy of the original document.”

The certifier must then print their name, title and telephone number on the document, sign their name, and include their company stamp or job title or occupation and date it accordingly.

Office Use Only

Former signature checked	Yes ☐ No ☐	Document seen
POA handoff		Place of issue
Keyed by		Date / /
Checked by		Date / /