

Change of name form

Please complete your details in capital letters and in ink.

Your old name (including title)

Your new name (including title)

The date from which your new name is effective

D	D	M	M	Y	Y	Y	Y
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Your Portfolio number(s)

Date of birth

D	D	M	M	Y	Y	Y	Y
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Daytime telephone number

Evening telephone number

Reason for name change, for example marriage, divorce

Address

Postcode

Giving us your telephone number will help avoid delays if we need to contact you.

Please tell us your address so we can return any original documents to you.

The next page gives you information about certifying documents.

You will need to send us evidence of your name change. We'd prefer that you don't send us original documents due to the increased risk of identity theft, but you must have any copies certified before sending them to us. Valuable documents such as passports, marriage certificates, driving license and pay slips will be returned by recorded delivery. Other documents such as utility bills, bank statements and certified copies of any documents will not be returned unless requested.

Change due to marriage (one of the below):

- Marriage certificate
- Passport or driving license 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).

Old signature

New signature

Date

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Who can certify your documents?

Please ask one of the following people to certify that the copy of the document you're sending in 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 (incl the Post Office.ID Checking Service)

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.

Please return the form to:

Advance Portfolio Team,
PO Box 1200,
The Grange,
Cheltenham,
GL50 9UP