

## Change of name

We comply with data protection regulation and as a Data Controller, we will only collect, store and process personal information required to open and operate your account. For more information, please view the Privacy Notice at [www.coventrybuildingsociety.co.uk/privacy](http://www.coventrybuildingsociety.co.uk/privacy) or ask us for a copy.

Mortgage account number(s)

Savings account number(s)

Please return to: Oakfield House, PO Box 600, Coventry CV3 9YR.

### Name currently held on records

Title

First name

Middle name(s)

Surname

Date of birth

Customer sequence number  
(for office use only)

### New name to be held on records

Title

First name

Middle name(s)

Surname

### Documentation - see overleaf for more information

For amendments only: Please cross one box and provide relevant documentation.

Marriage certificate/Civil Partnership document\*

Decree Absolute/Civil Partnership  
Dissolution document\*\*

Enrolled deedpoll - no ID required

Non-enrolled deedpoll - ID required (this must be  
ID with your new name)

Adoption certificate

Statutory Declaration of change of name\*\*\*

Document serial number

Document serial number

\* If you get married overseas and have a foreign certificate, please call us on 0800 121 8899 or ask at a branch and we'll explain what we can accept.

\*\* If you're changing back to your maiden name you'll need to send us either your marriage certificate or birth/adoption certificate. This must be accompanied by a signed letter from you.

\*\*\* We only accept documents which have been drawn up by a solicitor.

Where the change of name is for a minor the authorisation section should be signed by the minor named on the form unless he/she is under the age of 7 or is not capable of operating the account. In this case, the adult opening should provide their signature and relationship to the child (for example parent, guardian, godparent etc.).

Our Customer Service Centre is open Monday to Friday 8am-7pm and Saturday 9am-2pm.

Calls to 0800 numbers are free when made from the UK. You may be charged for calls to all other numbers, please contact your service provider for further details. We may monitor, record, store and use telephone calls to help improve our service and as a record of our conversation.

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## Authorisation

I authorise and instruct for my records to be altered as requested and where appropriate issue me with a new cash card.

Previous signature	<input type="text"/>	New signature	<input type="text"/>
Print name	<input type="text"/>		Date <input type="text" value="dd / mm / yyyy"/>
Relationship to minor if applicable	<input type="text"/>		

I agree to abide by the terms and conditions of the existing account(s).

I confirm I have notified my property insurer of my change of name.

Is this change of name in respect of a Junior ISA?    Yes     No

## How we need your documents certifying

We're happy to accept certified copies if you'd prefer not to send your original documents through the post.

Copies of your original documents should have been certified **within the last 12 months** using the following words - **'I confirm that I have seen the original document'**. The certifier must sign their name and include the following details - full name, profession, professional body, business address (where applicable), phone number and date.

The person certifying should be in **current employment**, but we will also accept certification from a person who has retired (unless the list below specifically indicates that the person should still be serving), provided they still hold the qualification and are a member of the relevant institute. The person certifying **must not be related to you** in any way (e.g. spouse, partner, sibling, parent, child or in-law), and they must not be named as a joint account holder/borrower on your mortgage. You cannot certify your own identification.

Copies of original documents can only be certified by one of the following:

**Legal professional** (solicitor registered in England and Wales, Northern Ireland or Scotland, barrister registered in England and Wales, Northern Ireland or Scotland or Notary Public registered in any country)

**Qualified accountant** (registered with either ICAEW, ICAS, CAI, ACCA, AAT, CIPFA or CIMA)

**Public sector official** (serving officer of the Armed Services, serving police officer, teacher in current employment)

**Medical professional** (doctor registered with the General Medical Council, dentist registered with the relevant national professional body)

**Post Office official** (must include Post Office stamp or Post Office certificate)

**Embassy official** (an embassy, consulate or high commission officer in the country of issue of the relevant document)

**Other** (local government councillor, Member of Parliament, bank manager, building society manager or minister of religion).

Group A ID is required for Non-enrolled Deed Poll	Branch	Post
Passport (UK or foreign) – current, valid and full	Original	Certified copy
Valid (UK or EEA) photocard driving licence (full or provisional)	Original	Certified copy
EEA member state identity card	Original	Certified copy
Full old style paper driving licence (UK) – current, signed	Original	Certified copy
DWP pension entitlement letter – valid for the current year	Original	Original
Birth certificate/adoption certificate (under 18s only)	Original	Certified copy
NHS medical card/document, showing holder's name, DOB, NHS number (under 18s only)	Original	Original

## Branch/office use - corrections only

Passbook or application correct <input type="checkbox"/>	Identification provided <input type="text"/>
ID seen <input type="checkbox"/>	Document serial number <input type="text"/>

## Branch/office use

Branch no. <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Cashier no. <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Passbook issued <input type="checkbox"/>	Date <input type="text" value="dd / mm / yyyy"/>
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