COVENTRY Building Society

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 ask us for a copy of our Privacy Notice or review it online at **www.coventrybuildingsociety.co.uk/privacy**

Mortgage and savings account number(s)

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

Please return to: Oakfield House, PO Box 600, Binley, 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*	☐	Doc. serial no.
Decree Absolute/Final Order/Civil Partnership Dissolution document**	☐	Doc. serial no.
Enrolled deed poll – ID required (this must be ID in your new name)	☐	Doc. serial no.
Non-enrolled deed poll – ID required (this must be ID in your new name)	☐	Doc. serial no.
Birth/adoption certificate (under 18s only)	☐	Doc. serial no.
Statutory Declaration of change of name†	☐	Doc. serial no.

* 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.

Continued on the next page

Your authorisation and agreement

Before signing your agreement, for your own benefit and protection you should read the declarations below. If you do not understand any point please ask for further information.

- I authorise and instruct for my records to be altered as requested in this form;
- I agree to be bound by the terms and conditions of my existing account(s);
- I authorise you to issue me with a new cash card (where relevant); and
- I confirm I have notified my property insurer of my change of name (where relevant).

Previous signature		New signature	
Print name		Date	dd / mm / yyyy
Relationship to child (if applicable)			

If the change of name is for a child, the form needs to be signed by the adult named on the account. If the child is over the age of 7 and the account has been signed over to them, then they'll need to sign.

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, qualified nurse registered to NMC)

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).

Note: We don't accept documents printed off the internet or photographs of documents.

Group A ID is required for Enrolled and Non-enrolled deed poll	Branch	Post
Passport (UK or foreign) – current, valid and full	Original	Certified copy
Valid (UK) photocard driving licence (full or provisional)	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

We're 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.

Branch/Office use - corrections only

Passbook or application correct	☐	Identification provided	
ID seen	☐	Document serial number	

Branch/Office use

Branch no.	☐☐☐	Cashier no.	☐☐☐☐	Passbook issued	☐	Date	dd / mm / yyyy