

Application to change name / address on a personal licence

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

1. DETAILS SHOWN ON CURRENT LICENCE	
TITLE Please tick	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other (please state)	
Surname	
Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
Surname	
Forenames	
ADDRESS	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

ONLY ENTER THE DETAILS THAT YOU WISH TO BE CHANGED

1. DETAILS TO BE CHANGED	
NEW NAMES (if notifying of change of name) – please supply a certified copy (or original) of marriage certificate / deed poll	
Surname	
Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
Surname	
Forenames	
NEW ADDRESS (if notifying of change of address)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

You should return both parts of your old personal licence with this application, the paper licence and the identity card. If you are unable to return either or both parts, please give reason:

4. CHECKLIST:

I have	Please tick yes
• enclosed existing Personal Licence (paper copy)	<input type="checkbox"/>
• enclosed existing Personal Licence (card)	<input type="checkbox"/>
• enclosed certified copy (or original) marriage certificate / deed poll (if relevant)	<input type="checkbox"/>
• made or enclosed payment of the fee for the application (£10.50)	<input type="checkbox"/>

5. Declaration

The information contained in this form is correct to the best of my knowledge and belief.

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

SIGNATURE		DATE	
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GUIDANCE NOTES

Note 1. Anyone who holds a Personal Licence is required to notify the Licensing Authority which issued their Personal Licence of any change of name or address. The Licensing Authority will then change the details on their Personal Licence and re-issue the licence. It is a criminal offence not to notify the Licensing Authority of such changes.

Note 2. This address should be the address where you will normally live not where you work.

Note 3. You are required to send both parts of your Personal Licence in to us with this notification form. If you cannot do so you are required to make a statement in the box provide as to why you cannot.

Once complete, this form should be returned to your licensing authority with the required fee.