

**This form can be completed electronically, saved and printed.  
If completing manually, please complete in black ink and BLOCK CAPITALS. Please complete in full.**

**Previous Details**

Title  Mr  Mrs  Miss  Ms  Other

Other (Specify)

Surname

First name(s)

Account number

**New Details**

Title  Mr  Mrs  Miss  Ms  Other

Other (Specify)

Surname

First name(s)

**New name**

Once you have completed this form you will need to return it to us, evidence will also be required for any changes to your personal details held with the Society. Please refer to the Society's Identification Criteria available in branch or at [www.chorleybs.co.uk](http://www.chorleybs.co.uk).

Change of details effective from

**Reason for name change**

Please mark X in one box to indicate the reason for your name change and provide the document stated next to that box. If you are providing certified documents please refer to our identification criteria at [Identification Criteria | Chorley Building Society \(chorleybs.co.uk\)](http://www.chorleybs.co.uk) for our certification requirements

Marriage / Civil Partnership	<input type="checkbox"/>	Marriage / Civil Partnership Certificate
Divorce / Dissolved Civil Partnership	<input type="checkbox"/>	Decree Absolute / Dissolution Order
Deed Poll / Statutory Declaration	<input type="checkbox"/>	Deed Poll / Statutory Declaration
Other	<input type="checkbox"/>	Please specify the reason <input style="width: 400px;" type="text"/>

**Certified documents criteria**

Copies of your original documents are only accepted certified from the following professions;

- Solicitor
- Local Government Officer
- Police Officer
- Chartered Accountant
- Principal of higher education establishment
- Bank / Building Society Manager
- Financial Services Intermediaries

The certified document must quote - 'I certify that I have seen the original document'. The certifier must sign and print their full name, note their profession, company address, phone number and dated less than 3 months old.

The certifier must not be named as an account holder.

Please note certified documents will be retained by the Society.

**Declaration and signature(s)**

Please make sure you have completed the relevant sections above and read below before signing.

- I confirm that the information I have provided in this form is correct.
- I hereby request that the information above will be used to update all my personal details for all my Chorley Building Society accounts, including any joint / third party accounts.
- Where I am requesting the change of personal details on behalf of the above named account holder, I confirm that I have the authority to do so.

Previous Signature

New Signature

Date

**Your Personal Information and what we do with it**

We are a data controller of your personal information. The way that we process your personal information is described in our Privacy Notice. This information is available on our website [www.chorleybs.co.uk/privacy](http://www.chorleybs.co.uk/privacy)

**FOR INTERNAL USE ONLY**

Customer number       Checked By:       Date:

Customer Advisor:       Date:

Change\_Name\_V1-1021