

Change of name form

Please complete your details in full using capital letters and black ink

Your old name (including title):

Your new name (including title):

Date from which your new name is effective:

D	D	M	M	Y	Y	Y	Y
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Your plan number(s):

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Email address:

Telephone number:

Reason for name change (e.g marriage, divorce):

Address:

Postcode:

You'll 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 document copies certified before sending them to us. Valuable documents such as passports, marriage certificates, driving licenses 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.

If you're changing your name due to marriage (please send a copy of one of the below):

- Marriage certificate
- Passport or driving license showing your new name
- Civil partnership agreement.

Changing due to divorce:

- Conditional divorce order/final divorce order and birth certificate (if returning to your maiden name).

Any other name change:

- Deed poll
- Statutory declaration.

Old signature

New signature

Date:

D	D	M	M	Y	Y	Y	Y
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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 (including 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 your completed form and associated documents to us at:

If your policy **starts with a PR**

Zurich Assurance Ltd
Protection Operations
PO Box 4157
Swindon
SN4 4QB

If your policy **doesn't** start with a PR

Zurich Assurance Ltd - In Force
Unity Place
1 Carfax Close
Swindon
SN1 1AP