



## Changing your name with OneFamily

### Certification of documents:

To be able to change your child's name, we need evidence of the change. The documents need to show a clear link between your child's old name and their new name. Please avoid sending original documents, as we are unable to guarantee their safety in the post.

The documents you send us need to be certified by someone you feel is responsible, over the age of 18, but not a family member. To do this, please ask them to write the following on the front or back of each page of the copied document in original ink:

- "I confirm that this is a true photocopy of the original document"
- their name
- their address and their telephone number
- their signature and the date

All documents must be in English or accompanied by a translation. Photocopies of translations must be certified by the translation company.

We will update our records and send you confirmation as soon as we get a correctly certified document. If you send a photocopy we will keep the document, unless you ask us to return it.

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### Documents and evidence

Please send us one document from **list A**. Or, two documents from **list B**.

#### List A:

- Marriage certificate
- Civil partnership certificate
- Official UK deed poll (issued by a registered UK deed poll company)
- Change of name deed written by a solicitor or certified by a solicitor (in the way described above, including the name of the firm)

#### List B:

- Passport
- Driving licence
- Birth certificate
- Decree absolute or Decree Nisi (divorce document)

The document(s) I am sending has/ have been fully certified in the way described on the previous page. The document(s) show(s) a clear link between my child's old and new name.

### Personal details and instruction to us:

To help make sure all of our records are correct and up to date, please let us know your personal details below.

Account number

Address

Post Code

Email

**Old** signature

**New** signature

If you'd like your documents returned, please tick this box

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### Data protection and privacy notice:

**Data protection:** Family Equity Plan Limited will hold your personal data in line with our Privacy Notice. The full version is here [www.onefamily.com/privacy](http://www.onefamily.com/privacy). It explains your rights as data subject and how we use your data. A copy is also available by writing to OneFamily, 16-17 West Street Brighton, BN1 2RL; by calling Customer Services on 0344 8 920 920 or, by email to [customerservices@onefamily.com](mailto:customerservices@onefamily.com).

We'd like to contact you from time to time about OneFamily's products and services. You can choose if you'd like to receive this information by ticking the options below:

Please email me

Please call me