

## Change of Details Form



Please use this form to inform us of any changes to your name, contact details or address

Old Forename	<input type="text"/>	New Forename	<input type="text"/>
Old Surname	<input type="text"/>	New Surname	<input type="text"/>
Reason for change to name (please circle one)	<input type="radio"/> Deed Poll	<input type="radio"/> Divorced	<input type="radio"/> Married <input type="radio"/> Other
Previous Mobile No:	<input type="text"/>	New Mobile No:	<input type="text"/>
Previous Home Telephone No:	<input type="text"/>	New Home Telephone No:	<input type="text"/>
Previous Email	<input type="text"/>	New Email	<input type="text"/>
Previous Address	Date left: <input type="text"/>	New Address	Date moved in: <input type="text"/>
House Name/No:	<input type="text"/>	House Name/No:	<input type="text"/>
Street	<input type="text"/>	Street	<input type="text"/>
Town	<input type="text"/>	Town	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

### Declaration

I declare that all information I have provided to the Children's Centre is true to my knowledge.

I/We agree to information about myself and any dependants, as outlined above, being kept on the Children's Centre database (eStart) and as a written record. I/We understand that this information will be used for monitoring and evaluation purposes, and for the effective provision of a range of Children's Centre services to our family.

I/We give permission for the Children's Centre to share this information with its partner agencies for the purpose of delivering its services only.

Any information given on this registration form about you and your family is kept confidential and will not be passed to organisations outside of Children's Centres partners without your consent, unless it is of a child protection nature, in which case information will be shared with appropriate agencies.

The Children's Centre undertakes to keep all information provided in a secure location. This form will be kept for a maximum of 6 months when it will be securely destroyed, but information will be stored on the electronic database (eStart) until the youngest child's 25<sup>th</sup> birthday when it will be archived.

Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
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