



www.tmbc.gov.uk

YOUR VOTE MATTERS

DON'T LOSE IT



Do it online – www.tmbc.gov.uk/voting

Email – voting@tmbc.gov.uk

Changing your name

In order for us to process your change of name on the Register of Electors, please complete the form on the reverse of this letter and return it to us either by **email** to voting@tmbc.gov.uk or by **post** to the address at the bottom of this letter in the pre-paid envelope provided.

You will also need to provide us with documentary evidence to confirm the change, namely a **photocopy** of one of the following documents:

- A marriage or civil partnership certificate;
- An overseas marriage or civil partnership certificate that has been deposited with the General Register Office for England and Wales, the General Register Office for Scotland or the General Register Officer for Northern Ireland; or
- A deed poll or amended birth certificate.

Once we've checked your details, we'll send you a letter to confirm your details have been updated on the electoral register.

Please note that you should only use this form after you have officially changed your name.

If you have any queries regarding this correspondence, please do not hesitate to contact us on the details provided.

Yours sincerely,

Adrian Stanfield
Electoral Registration Officer

Changing your name

Voter change-of-name form

You should only complete this form after you have changed your name.
Use **black ink** and write in CAPITALS

We need to see proof of your change of name. Please send us a **photocopy** of one of the following:

- Marriage or civil partnership certificate
- Amended birth certificate
- Overseas marriage or civil partnership certificate
- Deed poll

If you do not have any of these, other documents may be acceptable as proof. Please contact us using the details on page 1 of this form.

1 Your current full name

First name(s)	<input type="text"/>
Surname	<input type="text"/>

2 Your previous full name

First name(s)	<input type="text"/>
Surname	<input type="text"/>

Please tell us the date you changed your name.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

3 Your address

Please give the address where you are currently registered to vote.

4 Contact details

Telephone no (optional)	<input type="text"/>
Email (optional)	<input type="text"/>

Providing an email address gives us a quick and easy way to contact you about your application.

5 Declaration

To the best of my knowledge, the information in this form is true. I understand that the information I have given on this form will be used on the electoral register. I understand that it is an offence to knowingly give false information in this form, and that I could face an unlimited fine and/or up to six months in prison.

Signature

Today's date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

Privacy statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Registration Officer is the Data Controller: Adrian Stanfield, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ
Electoral Services: 01732 876022 Email: voting@tmbc.gov.uk

You should refer to the Privacy Notice at www.tmbc.gov.uk/privacy-notice for further information relating to the processing of personal data.