

**List of people to be notified of  
your change of Name**

Passport Agency**	Insurance Companies
Driving/Vehicle Licence Agency **	Pension Fund*
Banks*	TV Licence
Building Societies*	Child's School
Credit Card Company*	Utility Companies
Doctor	Local Authority
Dentist	Electoral Roll
Employer*	Professional Organisations
Inland Revenue	Library
Child Benefit Agency	Clubs

\* These will require to see the original or a certified copy

\*\* These will require a completed application form and the original or a certified copy.

The others may just accept the letter but you will need to check.

Sample letter

	1 The High Street, Anytown, County, Post code.
Date	
Reference Number	
Dear Sir,	
This is to notify you that as from (insert date of deed) I hereby relinquish and renounce the name of (insert former name) and hereafter in all records and all occasions whatsoever use the name of (insert adopted name) and would therefore ask you to amend your records accordingly.	
A (certified) copy of the deed is attached and I would request that you return this document to me as soon as possible in the enclosed SAE.	
Yours faithfully	
(your signature in your adopted name)	