

Change of Details Request Form

Please complete this form to request the personal information that Nescot holds about you.

**PART 1:** Your details

Surname First Name

Email

Date of Birth

(DD/MM/YYYY)

Nature of Relationship with Nescot:

Student ID Number

(if applicable)

Current student

Former student

Employer

Nursery User

Clinic patient

Visitor

Supplier or contractor

Staff member

Sports centre user

Other (please specify)

**PART 2:** Information that you would like changed (tick which applies)

Address details

Mobile number

Home telephone number

Email address

Next of kin/emergency contact details Other (please specify)

Please provide your current information below:

**PART 3:** Evidence (change of name only)

For a change of name we require a copy of the official documentation to support this before we are able to process your request. Once the evidence has been received it will be immediately destroyed.

Marriage certificate

Deed poll

Passport

**PART 4:** Submission of form

Signature: Date:

Please scan or email this form with evidence (if required) to cis@nescot.ac.uk

Alternatively you can post the form to:

Data Services, Nescot College, Reigate Road, Epsom, Surrey KT17 3DS

We will provide email confirmation once your request has been processed.