

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)

Student ID Number

(if applicable)

Nature of Relationship with Nescot:

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.