

Fenland District Council  
Fenland Hall,  
County Road,  
March, Cambs, PE15 8NQ  
Call 01354 654321  
Email [elections@fenland.gov.uk](mailto:elections@fenland.gov.uk)  
Web [www.fenland.gov.uk/elections](http://www.fenland.gov.uk/elections)

Dear Resident

## Changing your name on the Register of Electors

It is important that your details on the Register of Electors are accurate. If you have changed your name you need to tell us, otherwise you may not be able to vote and your credit rating may be affected.

You can change your name on the Register of Electors in one of the following ways:

### By email

Complete the form attached to this letter. Remember to sign it. Scan the form and the proof of your change of name and send it by email to [elections@fenland.gov.uk](mailto:elections@fenland.gov.uk).

### In person

Complete the form attached to this letter. Bring the form, and the proof of your change of name, to one of our offices. We will copy the documents for you, and you can take the originals away.

### By post

Complete the form attached to this letter. Take a copy of the proof of your change of name. Post both back to us. **Please do not send original documents.** Our address is shown above.

You must supply proof of your change of name. The acceptable documents are listed on the attached form.

If you do not have proof, you will need to re-register online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). Please note that you will need to provide your Date of Birth and National Insurance Number to re-register.

Your sincerely



Elaine Cooper  
Team Leader  
Elections, Land Charges and Member Services

# Voter change-of-name form

# Changing your name

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 one of the following:

- Marriage or civil partnership certificate
- Overseas marriage or civil partnership certificate
- Amended birth 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"/> |
| D                    | D                    | M                    | M                    | Y                    | Y                    |

## 3 Your address

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

|                      |
|----------------------|
| <input type="text"/> |
| Postcode             |

## 4 Contact details

|                            |                      |
|----------------------------|----------------------|
| Telephone no<br>(optional) | <input type="text"/> |
| Email<br>(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"/> |
| 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: Paul Medd, Fenland Hall, County Road, March, Cambs, PE15 8NQ 01354 654321

You should refer to the Privacy Notice at [www.fenland.gov.uk](http://www.fenland.gov.uk) for further information relating to the processing of personal data.