**NOTIFICATION OF PERSONAL LICENCE  
CHANGE OF NAME AND / OR ADDRESS**

Before completing this form please read carefully. Please write legibly in **BLOCK CAPITALS** using **BLACK INK**. Please keep all answers within the boxes. Additional paper may be used if necessary.

|  |
| --- |
| **Purpose of Notification** |
| Change of Address  Change of Name (Fill Part A&B&C) Duplicate (Fill Part A&C) |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Licence Number:** | | | | | |  | | | | | |
| **Issuing Council:** | | | | | | London Borough of Islington | | | | | |
|  | | | | | |  | | | | | |
| **PART A Personal Details** (as currently on your Personal Licence) | | | | | | | | | | | |
| **Title:** | **Mr** |  | **Mrs** |  | **Miss** | |  | Other |  | (Please State) |  |
| Surname: | |  | | | | | | | | | |
| Forename | |  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part B New Details | | | | | | | | | | | | |
| **Title:** | **Mr** |  | **Mrs** | |  | **Miss** |  | | Other |  | (Please State) |  |
| Surname: | |  | | | | | | | | | | |
| Forename: | |  | | | | | | | | | | |
| **New Address:** | | | | | | | | | | | | |
| **Post Town:** | |  | | | | | | **Postcode:** | | |  | |
| **Telephone Numbers:** | | | |  | | | | | | | | |
| **Email Address:** | | | |  | | | | | | | | |

|  |  |
| --- | --- |
| **PART C What are you requesting to be re-issued** | |
|  | Duplicate Paper Licence Duplicate Photo Card Licence |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reasons you are unable to enclose your personal licence (Theft/Lost/Destroyed)** | | | |
|  |  |  |  |

|  |  |
| --- | --- |
| **Checklist** | |
|  | Enclosed current personal licence photo card to be returned **ONLY** if there is a name change |
|  | Proof of Change of name (i.e. Marriage Certificate or Deed Poll) |
|  | Enclosed payment of **£10.50** (Cheque/Postal Order payable to the Islington Council) |
| If no payment is enclosed we will contact you to take payment when ready to process | |

**Please note: by default, we will only re-issue the paper licence unless there has been a change of name or if the photo card has been specifically requested**

**We may request new photos in the case of re-issuing of photo card**

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| The information contained in this form is correct to the best of my knowledge and belief. | | | |
| **Signature:** |  | **Date:** |  |

This form should be fully completed, signed and forwarded to:

**Licensing Team, 3rd Floor, 222 Upper Street, Islington, London, N1 1XR.**

Or as a PDF to [licensing@islington.gov.uk](mailto:licensing@islington.gov.uk)

Enclosing a cheque or postal order for the appropriate fee made payable to London Borough of Islington (cash should not be posted), Payments can be made over the phone via card through the licensing team who will contact you when they are ready to process the request.

Any questions or advise please email [licensing@islington.gov.uk](mailto:licensing@islington.gov.uk) or call

0207 527 3031 (Mon-Fri 1-5pm)