

**Bracknell Forest Registration Service**

**Easthampstead House, Town Square,  
Bracknell, Berkshire, RG12 1AQ**

**List of people to be notified of  
Your change of Name after Marriage or Civil Partnership Formation**

Passport Agency \*\*  
Driving/Vehicle Licence Agency \*\*  
Banks \*  
Building Societies \*  
Credit Card Company \*  
Doctor  
Dentist  
Employer \*  
Inland Revenue \*  
National Insurance

Insurance Companies  
Pension Fund \*  
TV Licence  
Child's School  
Utility Companies  
Local Authority  
Professional Organisation

- \*These will require to see the original or a certified copy or your marriage certificate
  - \*\* These will require completed application forms and the original or a certified copy of your marriage certificate.
- Others may just accept the letter but you will need to check.

Sample letter

	1 The High Street, Anytown, County, Post Code
Date	
Dear Sir,	
This is to notify you that following my marriage or civil partnership formation, on _____, 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 married or partnership name) and would therefore ask you to amend your records accordingly.	
A certified copy of the marriage certificate is attached and I would request that you return this document to me as soon as possible.	
Yours faithfully,	
(your signature in your new name)	