

Request for name change

Please tick one of the following	<input type="checkbox"/> I am a tenant <input type="checkbox"/> I am a shared owner
Your first name (as it appears on your tenancy agreement)	
Your surname (as it appears on your tenancy agreement)	
Street address	
Postcode	
Email address	
Preferred contact telephone number	

Your new details	
Your new title if applicable	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify below)
Your new first name	
Your new surname	

Your proof of change of name

Please provide a scanned copy or photocopy of any of the following documents that detail your change of name:

- Marriage certificate
- Civil partnership certificate
- Divorce certification
- Dissolution of civil partnership certificate
- Deed of change of name

If you have not changed your name by any of these methods but wish to be known by another name, please contact your Area Service Manager

By completing this form, you are agreeing to the following, please tick each box to confirm

- I understand that on receipt of the form and the relevant documentation, you will update my records
- I understand that if I do not provide the relevant documentation, the changes will not be made
- I understand that completing this form fraudulently may result in action being taken against me

Sign here

Print name

Date

Please return this form and any accompanying evidence to Acis, Bridge Street, Gainsborough, DN21 1GG or you can email scanned copies to info@acisgroup.co.uk

Privacy statement

Acis Group Limited (Acis) is committed to protecting and respecting your privacy. We think it is extremely important to keep any personal information we have about you secure and confidential and in accordance with Data Protection Legislation including the Data Protection Act and the General Data Protection Regulation (GDPR), as amended from time to time.

We share your name and contact details across the Acis group of companies and with our suppliers and partners in order to deliver our services to you. We only share your detailed personal information (including sensitive personal information) so that we can service your needs and our legitimate business needs. We may share this information with suppliers and partners for reasons including (but not limited to) providing services to you, for the collection of debts and taxes, and for the prevention, detection and prosecution of crime. Our full privacy statement information on your rights can be found on our web pages (www.acisgroup.co.uk), or can be provided on request from the Contact Centre, Acis, Acis House, Bridge Street, Gainsborough, Lincolnshire DN21 1GG.

Some of the data we collect is sensitive personal data. Providing this information to us is voluntary however we may not be able to fully support your needs without it.

