

## Change of Personal Details

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If you have changed your name, please complete items 1-6 of this form and send it to the address below, enclosing one document from the list at the bottom of this page as evidence.

If you have changed your address, please complete items 7-12 of this form and send it to the address below, enclosing **one** of the documents listed on page 2.

Please send your completed form to:

**Security Industry Authority**  
**PO Box 1293**  
**Liverpool**  
**L69 1AX**

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## Change of Name

1. Licence number ..... 2. Date of change (dd/mm/yyyy) .....
3. Previous name (in full) .....
4. Previous signature .....
5. New name (in full).....
6. New signature



*It is very important that your signature is firmly written and kept completely within the white area of the box as it will be captured electronically and printed on your licence.*

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### Change of Name – Acceptable Documents

- Marriage certificate
- Decree Absolute
- Deed poll

Please note that the document you submit **must be an original**, not a copy.



# Change of Address

7. Licence number ..... 8. Date of change (dd/mm/yyyy) .....

9. Name (in full) .....

10. Previous address .....

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.....

11. New address .....

.....

.....

12. Signature .....

*By signing this form you are legally declaring that the address you have provided for item 11 is yours. Please note that it is a criminal offence under section 22 of the Private Security Industry Act 2001 to knowingly or recklessly make a false statement to the SIA.*

## Change of Address – Acceptable Documents

- Signed valid UK driving licence (part or both).
- P45 statement of income for tax purposes on leaving a job issued in the last 12 months.
- P60 annual statement of income for tax purposes issued in the last 12 months.
- Bank or building society statement issued to your current address, less than three months old.
- Mortgage statement issued in the last 12 months.
- Utility bill (gas, electric, telephone, water, satellite, cable, mobile phone contract) issued to your current address within the last three months.
- TV licence in your name and current address issued in last 12 months.
- Pension, endowment or ISA statement issued in last 12 months.
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months.
- A credit card statement sent to your current address within the last three months.
- Council Tax statement issued in the last 12 months.
- Court summons issued in last 12 months.
- Child benefit book issued in last 12 months.
- A payslip, with your address and the employer's name or logo, that is less than three months old.

Please note that the document you submit **must be an original**, not a copy.