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| **POLICE REGISTRATION: CHANGE of CIRCUMSTANCES form** |

**You should report any change of circumstances to the Police within seven days.**

You need to tell the Police if you:

* Change address
* Change course, college or university or occupation
* Change name or marital status (get married or divorced)
* Get a visa extension granted by the UK Border Agency or an Immigration Officer
* Have a new passport
* **You do not have** **to pay to report a change in circumstances**.

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| NAME (block capitals): Click here to enter text.  ADDRESS INCLUDING POSTCODE (block capitals):  TELEPHONE: Click here to enter text. EMAIL: Click here to enter text.  POLICE REGISTRATION CERTIFICATE NO: Click here to enter text.  Please update my Registration Certificate as the following circumstances have changed. Please provide details including date of change /new expiry dates :  New passport Click here to enter text. Marriage Click here to enter text.  New visa: Click here to enter text. New address Click here to enter text.  New university or new course (please state:here to enter text  Another reason Click here to enter text.  Signed: Click here to enter text. Date: Click here to enter text |

It is advisable to report changes by visiting the Nationality Office in Leicester; however you can also report some changes by post. If you **have been issued with a new Visa, new passport or Biometric ID card then you will need to visit the police in person. You cannot advise them of this change by post. If a dependent or partner is issued with a Biometric ID they must also report in person.**

When reporting a change in person or by postyou will need to supply your Police Registration Certificate and photocopies of documents showing your new circumstances e.g. contract or bank statement showing new address, letter confirming studies etc.

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| To report a change please visit or contact - Nationality Office, Leicestershire Police, 95 Hinckley Road, Leicester LE3 0TD  Open Monday to Friday 8.30am-1.30pm (Subject to change at peak times Sept, Oct, Nov -please contact before visiting)  0116 248 6886 Email: nationality@leicestershire.pnn.police.uk |