



# Change in personal details

You'll need to use this form if you want to make a change to our records of your personal details. This includes your name, date of birth or gender.

Please complete all the sections of this form for the details you want to change. You should leave the other sections blank. In all cases you must enter your Nest ID.

You'll need to give us evidence so we can make the change you've asked for. We've listed the type of evidence we can accept in each section. If you send us an original document we'll send this back to you. We'll normally do this within three working days of receiving the document.

If completing by hand, use CAPITAL letters and **black or blue ink**.

To avoid postal delays and speed up the processing of your request where original documentation is not required, we suggest you either scan or take a picture of the completed form, along with any required documentation, and return it using your Nest secure mailbox. Alternatively, you can post the forms to Nene Hall, Lynch Wood Business Park, Peterborough, PE2 6FY.

We can't accept copies or scans of documents such as Birth Certificates, Marriage Certificates and Death Certificates. You will need to send these documents via post.

When we have all the information and evidence we need, it will take up to 10 working days for us to make the change to your records.

Your Nest ID

## Change to first and middle names

Your first and middle names as they currently appear in our records

Your new first name

Your new middle name

I've enclosed an original or certified copy<sup>1</sup> of one of the following (please tick one)

☐

Birth certificate

☐

Passport

☐

Deed poll certificate

☐

Verification form<sup>2</sup>  
from a solicitor  
or independent  
financial adviser  
(original only)

(form continued overleaf)

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## Change in personal details

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### Change to last name

Your last name as it currently appears in our records

Your new last name

I've enclosed an original or certified copy<sup>1</sup> of one of the following (please tick one)

☐

Marriage certificate

☐

Passport

☐

Civil partnership certificate

☐

Verification form<sup>2</sup> from a solicitor or independent financial adviser (original only)

☐

Birth certificate

☐

Statutory declaration<sup>3</sup> (original only)

☐

Deed poll certificate

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### Change to date of birth<sup>4</sup>

Your date of birth as it currently appears on our records

Your correct date of birth

I've enclosed an original<sup>1</sup> of one of the following (please tick one)

☐

Birth certificate

☐

Passport

☐

Driving license

☐

Verification form<sup>2</sup> from a solicitor or independent financial adviser (original only)

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### Change to gender<sup>4</sup>

Your gender as it currently appears on our records (Male, Female or Unknown)

Your new gender (Male or Female)

I've enclosed an original<sup>1</sup> of one of the following (please tick one)

☐

Gender recognition certificate

☐

Birth certificate (original only)

<sup>1</sup> A certified copy is certified as a true copy by a solicitor, accountant or other recognised professional person. For more information on how to obtain a certified copy of an original document visit [www.nestpensions.org.uk/who-can-certify-my-identity-documents](http://www.nestpensions.org.uk/who-can-certify-my-identity-documents)

<sup>2</sup> A verification form is a standard form that a solicitor or independent financial adviser can complete to confirm they've seen the original certificate.

<sup>3</sup> A statutory declaration is a formal written statement witnessed by a solicitor or commissioner for oaths.

<sup>4</sup> If you're providing a birth or gender recognition certificate that doesn't match your current name (for example because your last name has changed due to marriage) you'll also need to provide us with evidence from the Change to last name section above.