

Change of Details Request Form

Please complete this form to request that the personal information that Mill House Day Nursery holds about you be updated.

Part 1 – Your details

| | | |
|-------------------|----------|-------------|
| Title: | Surname: | First Name: |
| Email address: | | |
| Telephone Number: | | |

Nature of relationship with Mill House Day Nursery

- Parent Child Placement Student Supplier or Contractor
Staff Member Other

Part 2 – Information that you would like changed (tick all that apply)

- Address details Mobile number Home telephone number Email address
Next of Kin/Emergency Contact details Other (please specify)

Please provide information to be updated below:

Part 3 – Evidence for change of name

For a change of name we require a copy of the official documentation to support this before we are able to process your request. Once the evidence has been received it will be immediately destroyed.

- Marriage certificate Deed Poll Passport

Part 4 – Submission of form

Please scan and email this form with evidence if required to dpo@millhousedaynursery.org.uk. Alternatively you can post the form to: DPO, Mill House Day Nursery, Mill House, 44 – 46 Mill Green Road, Mitcham, Surrey CR4 4HY.

We will provide email confirmation once your request has been processed.