

## **PARTY RECORDS - CHANGE OF NAME OR ADDRESS**

Driving Licence/Blue Badge/RPZ, Electoral Register, Dog Licence, Firearms Certificate & Rates.

You must notify your Parish of any change to your name or address. Please complete in BLACK INK and return this form (with proof of change of name e.g. marriage certificate, deed poll paper etc) to the Parish in which you are now ordinarily resident and we will amend our records and copy the information to other Parishes as necessary. We may ask you to complete other relevant application forms.

<b>1. New Name and/or New Address:</b> (marriage certificate/deed poll etc required for change of name)		
Surname		
Forenames		
Address		
Parish:		
Telephone		
E-mail		
<b>2. Previous Name (including Maiden Name) and/or Previous Address:</b>		
Surname (including Maiden Name)		
Title		
Forenames		
Previous Address		
Parish:		
Post Code		
<b>Date name and/or address changed:</b>		
<b>DRIVING LICENCE</b> (for change of name submit ONE colour photograph AND your current licence)		
Colour photograph must be in sharp focus and clear of the applicant alone taken in last 6 months against a white, cream or light, plain background; size 45mm by 35mm printed on normal photographic paper (at 1200dpi resolution or better, if a digital or scanned photograph); of the head and shoulders with the face covering 65% to 75% of the photograph; no shadows; the face uncovered looking straight at the camera; a neutral expression, with the mouth closed; the eyes open and clearly visible with no sunglasses or heavily tinted glasses and no hair across the eyes; no reflection on spectacles, if worn, and the frames should not cover the eyes; the full head, without any head covering, unless it is worn for religious beliefs; a strong definition between the face and background.		
Driving Licence No. (see Jersey driving licence section 4d with colour photograph; section 5 with greyscale (black/white) photograph):	Parish of issue:	
<b>Resident Parking Zone (RPZ) – do you hold a permit issued by a Parish?</b>		
<b>BLUE BADGE – do you hold a disabled person's badge?</b>		
YES (state Parish/zone)	NO	
YES (give ref. no.)	NO	
<b>ELECTORAL REGISTER</b> (if you meet, or within the next 3 months will meet, the criteria you are entitled to be registered as an elector under the Elections (Jersey) Law 2002. If you are already registered at your previous address your registration will be updated with your new name and/or address. If you have not yet registered your name will be added to the electoral register).		
Are you, or within the next 3 months will you be, at least 16 years old?	YES	NO
Are you ordinarily resident at the address shown in section 1 above?	YES	NO
On DD / MM / YYYY [INSERT DATE]* I have been, or will have been, ordinarily resident in Jersey for –		
A** a period of at least 12 months up to and including that date		OR
B** a period of at least 6 months up to and including that date AND at any time, an additional period or periods of 5 years in total.		

Data protection: The Parish is a 'controller' under the Data Protection (Jersey) Law 2018. If your previous address was in another Parish we will inform that Parish of your new address, and we will also inform a Parish in which you own/occupier property or represent a company which owns/occupies property of your new address, or hold a RPZ permit or Blue Badge so their records may be updated. Please see the privacy policy available on your Parish website or from your Parish Hall for full details of how information supplied for driving licence/Blue Badge/RPZ, electoral register, rates, firearms certificate and dog licences is used. You can complain to us about the way your information is being used by contacting us at the Parish Hall (details on our website) or you can complain to the Information Commissioner by emailing [enquiries@jersevoic.org](mailto:enquiries@jersevoic.org)

**FIREARM(S)** (you must make a separate application for a variation of your Jersey firearm certificate)

Do you own or possess firearm(s) or ammunition?	YES	NO	Firearm certificate no. (if any):
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**DOG(S)**

Do you own a dog over 6 months old (other than a guide dog for blind/hearing impaired person)?	YES	NO
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If 'Yes' please state name(s) and breed(s) of dog(s)	<u>Name of dog:</u>	<u>Breed of dog:</u>
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Do you hold a valid dog licence from your previous Parish of residence?	YES	NO
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**PARISH RATES** (you must notify a change of name/address within 7 days (Rates (Jersey) Law 2005))

Address, including Parish, of ALL land or property which you owned or occupied on 1 January of <u>this</u> year.	Did you 'Own' or 'Occupy' the land?
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Do you currently represent a company under the Rates Law (known as a 'mandataire')?	YES	NO
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If YES please give name(s) of company/ies you represent and the parish(es) where they owned/occupied property on 1 January of this year:	<u>Company name:</u>	<u>Parish where own/occupy property:</u>
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**OTHER PERSON(S) IN THE HOUSEHOLD**

Are there any other person(s) aged 16 years or over who have also moved to this address and who may need to notify the Parish of their change of address?	YES	NO
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If YES please list their FULL name(s) and date of birth:	<u>Name (in full)</u>	<u>Date of birth</u>
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**Declaration by the applicant:**

I confirm that I am ordinarily resident at the address stated overleaf and that all the above details are correct. I give my permission for the Parish to update all my parochial records and to share this information with other Parishes concerned.

**Persons entitled to have their name included on the Electoral Register:** I understand that, if applicable, my name will be DELETED from the Electoral Register for the district of the previous address stated above as I have ceased to be ordinarily resident at that address and will be ADDED to the Electoral Register for the district of my new address where I am now ordinarily resident.

**Owners of registered motor vehicles:** I understand that I am required by law to complete and return the vehicle registration documents in respect of every motor vehicle registered in my name to the Driver Vehicle Standards Department (DVSD), La Collette, St Helier, JE1 3UE. I understand that failure to provide DVSD with my new name and/or my new address within 7 days of the change may result in my prosecution.

<u>Office use only:</u>	Initials / Date
Driving Licence Number	
Document Number	
Electoral Register updated	
Forms sent to others in household	
Dogs Register updated	
Firearms updated	
Rates updated	
Details sent to Parishes of Blue Badge	
RPZ	

**SIGNED:**

Please keep your signature within the white box

**DATE:** .....

For office use only