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## **CHANGE OF DETAILS FORM**

***Name changes either by marriage, divorce or deed poll need to be accompanied by official documentation before records can be changed.***

***Please complete the left side of the form with old details and complete the right side with your new details. We cannot process any changes unless we have the relevant information.***

<b><u>Old Details</u></b>		Mr		Mrs		<b><u>New Details</u></b>		Mr		Mrs	
Mx/Other		Miss		Ms		Mx/Other		Miss		Ms	
Name											
DOB											
Address											
Postcode											
Home Telephone											
Mobile Telephone											
Email Address											

This change also affects the following persons living at the same address:

**Any change of address must also be updated with the Data Quality Team for your hospital records by email - [mse.demographics@nhs.net](mailto:mse.demographics@nhs.net)**

Title	Forename	Surname	DOB

SIGNED:

DATED: