CHANGE OF DETAILS FORM
(CHANGE OF NAME OR TITLE)

FORM: COD-01

Use this form to update your qualification details.
Please complete all relevant sections in black ink and BLOCK CAPITALS

To change a name, title or correct a spelling error, complete part A of this form and return it with a photocopy of the relevant document(s). In all cases, part B of this form must be completed by a registered teacher other than the applicant. He/she must also sign a photocopy of the relevant documents.

Please do not send original documents. Please submit a photocopy of one of the following documents as evidence of name change.

- **Birth Certificate**: copy of birth certificate
- **Deed poll**: copy of deed poll
- **Marriage**: copy of marriage certificate
- **Statutory Declaration**: copy of the statutory declaration

**Part A: Teacher details**

<table>
<thead>
<tr>
<th>Former Name:</th>
<th>Title:</th>
<th>Forenames(s):</th>
<th>Surname:</th>
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<tr>
<td>New Name:</td>
<td>Title:</td>
<td>Forenames(s):</td>
<td>Surname:</td>
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</table>

Date of Birth:     DD  MM  YYYY
Registration No:   
PPS Number:        
Payroll/Teacher No:  
Signature:         
Date of Signature: DD  MM  YYYY
Part B: Witness declaration and certification of legal documentation

This section must be completed by a registered teacher who should also sign copies of the relevant documents.

Former Name:       Title:       Forenames(s):  
Surname:            

Date of Birth:      DD MM YYYY
Registration No:     

Declaration:
I certify that all enclosed documents as signed by me are true copies of the original documents.

Witness Signature:  
Date of Signature:  DD MM YYYY