

Changing the Name on your Pension Account

Change of Forename (first or 'given' name or names or Surname (family name) by one of the following methods
(please tick the box that applies to you)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Statutory Declaration* |
| <input type="checkbox"/> | Deed Poll* |
| <input type="checkbox"/> | New Birth Certificate that has been issued to you in your new name* <ul style="list-style-type: none"> If your new Birth Certificate also shows a different gender then we will also change the gender on your pension account. |
| <input type="checkbox"/> | Gender Recognition Certificate that has been issued to you in your new name* (only needed if you do not have a new Birth Certificate) <ul style="list-style-type: none"> We will change the name and also the gender on your pension account. |
| <input type="checkbox"/> | Royal Licence* |
| <input type="checkbox"/> | Act of Parliament* |

*attach a photocopy of the **Certificate / Document showing your change of name** to this form – and then **sign this form** at the end with both your old name and your new name.

Change of Surname (family name) on Marriage / Civil Partnership
(please tick the box that applies to you)

| | |
|--------------------------|---|
| <input type="checkbox"/> | I have changed my surname to my spouse's surname* (my husband or wife's or my civil partner's surname) |
| <input type="checkbox"/> | My spouse and I have joined our surnames together to make a new surname* (this is sometimes called making a 'double-barrelled' surname) |

*attach a photocopy of the **Marriage Certificate / Civil Partnership Certificate** to this form – and then **sign this form** at the end with both your old name and your new name.

Change of Surname (family name) on Divorce / Dissolution of a Civil Partnership
(please tick the box that applies to you)

| | |
|--------------------------|---|
| <input type="checkbox"/> | I have changed my surname back to the surname I had at birth* |
|--------------------------|---|

*attach a photocopy of the **Decree Absolute** from the Court to this form – and then **sign this form** at the end with both your old name and your new name.

**You must now complete and sign the form here in order to
Change the Name on your Pension Account**

I (write your **old** name)

of (write your address)

*Have given up my old name and have adopted for all purposes the
name* (write your **new** name below)

New Title (e.g. Mr, Mrs, Miss, Ms, Mx etc.

New Forename(s)

New Surname

Date of Birth

**National Insurance
Number**

Signed (in your **new** name)

Signed (in your **old** name)

Date

Please return the completed '**Changing the Name on your Pension Record**' form along with a **photocopy** of your **Certificate / Document** to:

**The City and County of Swansea Pension Fund
Civic Centre
Oystermouth Road
Swansea
SA1 3SN**

Or scan and email this form and your Certificate / Document to:

pensions@swansea.gov.uk

Please do not send original Certificate or Documents to us in case they get lost or damaged in the post