

Any parts of the form that are not typed should be completed in black ink and block capitals.

You, the applicant must be one of the registered owners of the property whose address is being updated or act for them. If you are making an application on behalf of a registered owner, the registered owner is required to sign section 4 unless you also lodge evidence of your authority to act for them, such as a power of attorney or court order, in which case you must sign section 4. In all cases you, as the applicant, must sign section 5. This form is only applicable to update the address of the registered owner(s). It is not possible to update the address of a deceased owner.

Please return this form to:
Citizen Centre
PO Box 7806
Bilston
WV1 9QR

HM Land Registry may share, check and verify the information you are providing with:

- other government departments and agencies
- law enforcement agencies
- other relevant organisations and bodies and access information relating to you from the databases of the organisations and bodies mentioned above, for verification purposes, see our [Personal Information Charter](#).

By providing the information requested in this form you will be indicating your agreement to HM Land Registry processing your information in this way.

If you would like further information on this privacy policy please email dataprotection@landregistry.gov.uk

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Is this form open to public inspection?

The form is open to inspection except for identity evidence, including the date of birth and photograph, which are exempted from public inspection by rule 133 of the Land Registration Rules 2003.

1 Your details

Full name: _____

Date of birth: DD / MM / YY _____

Your current address (This is the address to which the completed application will be returned)

Postcode: _____

Telephone number (If we have a query regarding your application we may phone you on this number between 9am-5pm week days only)

Landline: _____

Mobile: _____



Affix a passport style photograph that is **less than 3 months** old in the box provided.

The photograph must be:

- in full colour
- show your full face, and
- be printed on photographic paper – not ordinary paper.
- Scanned images and photocopies are not acceptable.

If you need help or further information completing the form please call **0300 006 0411**.

Please list **all** the addresses you have lived at in the last **5 years** together with the dates, **starting with your current address**.

Address	Postcode	From MM/YY	To MM/YY

2 Property

State the full address and postcode of **the property that you wish to update**. If you wish to update your address on more than one property, please attach a separate sheet.

Postcode

Note: If the property does not have a full postal address and Postcode (e.g. "land at ...") please provide the title number to enable us to identify the land.

Title number:

3 Evidence of your identity

Private individuals:

I enclose:

either

a copy of one document from List A

or

copies of two documents from List B but no more than one of each type.

Do not send originals

List A

- Passport biodata page (the page with your photo on)
 - Current UK, EU, Isle of Man or Channel Islands Photocard driving licence (not a provisional licence)
- (Any documents not in English or Welsh must be accompanied by a verified translation)

List B

These must relate to the property in section 2. However if you are applying on behalf of someone else, such as a relative, you will need to supply this information for yourself i.e. they must show your name and your address. Documents must be those you have received in the post rather than electronically.

- Utility bill less than three months old (internet bills are not acceptable)
- Council tax bill for current year
- Mortgage statement for last completed year

Corporate bodies:

I enclose a fully completed and verified form ID2 together with this form which must be completed by the company's representative.

4 The addresses that you wish to be entered on the register

List (in any order) all the registered owners of the property detailed in section 2 who are applying to change/confirm their address for service and give the addresses that they would like us to send correspondence to.

All registered owners wishing to update their contact details must complete and sign against their address.

You may have up to three addresses for each registered owner. **One must be a postal address (include a postcode if available)**, but it doesn't have to be in the UK. You may also include email addresses. **Please write clearly.** You cannot enter a telephone number on the register.

If you are applying on behalf of a corporate body, this should be completed with the corporate body's name and new contact details and be signed by the corporate body's representative.

I/We authorise HM Land Registry to check the register and if necessary, update it to show the following addresses.

Please note:

- 1 All existing contact details will be removed and replaced with the information provided in this section.
- 2 The register is open to public inspection.
- 3 If you apply to change your contact details we will send a letter to your old address to check that the application is genuine. This is a measure we take to safeguard against fraud.

Registered owner 1

Full name in capitals:

First contact address:

Must be a postal address

Postcode (if applicable):

Second contact address:

Can be postal or email address

Postcode (if applicable):

Third contact address:

Can be postal or email address

Postcode (if applicable):

Signature: Please sign here

4 The addresses that you wish to be entered on the register (continued)

Registered owner 3

Full name in capitals:

First contact address:

Must be a postal address

Postcode (if applicable):

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Second contact address:

Can be postal or email address

Postcode (if applicable):

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Third contact address:

Can be postal or email address

Postcode (if applicable):

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Signature: Please sign here

4 The addresses that you wish to be entered on the register (continued)

Registered owner 4

Full name in capitals:

First contact address:
Must be a postal address

Postcode (if applicable):

Second contact address:
Can be postal or email address

Postcode (if applicable):

Third contact address:
Can be postal or email address

Postcode (if applicable):

Signature: Please sign here _____

5 Signature of applicant named in section 1

I certify that the above information is true

Signature: _____ Date: _____

Warning: Not completing all sections of this form may result in your application being returned.

Please ensure that section 4 has also been signed by registered owners changing their address on the register.

Checklist – Applications to update registered owners’ contact address

Ensure you have completed or considered each of these points and that you have enclosed, or will attach, all the relevant information before you send us your application.

I have:

- completed any parts of the form that are not typed in **black ink** and in **block capitals, except for email addresses, which are case sensitive.**
- attached a passport-style photograph at section 1, ensuring it is **less than 3 months old**
- listed at the top of page 2, **my current address and any previous addresses, if applicable**, I have lived at in the last 5 years, and I have included the dates that I lived at each property
- completed section 2 with the full address of the registered property that I am seeking to update with my contact details
- enclosed evidence of my identity – I enclose a copy of one item from List A **or** two items from list B. Note: if you are lodging List B evidence, it should relate to the registered property you are seeking to update and **not your current address**
- completed section 4 with the full names and up to 3 contact addresses for each registered owner seeking to update their contact details. **For an email address I have entered individual characters which are legible.**
Note: each registered owner must sign section 4 beneath the changes to the contact addresses requested
- as the applicant named at section 1, I’ve signed and dated the certificate at section 5.