

Change of Details Request Form

Please complete this form to request the personal information that BAJ holds about you.

Part 1: Your details

Surname

First Name

Email address

Date of Birth (DD/MM/YYYY)

Student ID number (if applicable)

Nature of Relationship with BAJ:

Current student Former student Employer

Visitor Supplier or Contractor Staff Member

Other (please state)

Part 2: Information that you would like changed (tick which applies)

Address details Mobile number Home telephone number Email address

Next of Kin/Emergency Contact details Other (please specify)

Please provide your current information below:

Part 3: Evidence (change of name only)

For a change of name we require a copy of the official documentation to support this before we are able to process your request. Once the evidence has been received it will be immediately destroyed.

Marriage certificate Deed Poll Passport

Part 4: Submission of form

Please scan and email this form with evidence if required to laura@free2learn.org.uk. Alternatively you can post the form to: Laura Watkin, British Academy of Jewellery, Morley House, 26-30 Holborn Viaduct, London, EC1A 2AT.

We will provide email confirmation once your request has been processed.