**Drop in Check List**

**Documents submitted along with your completed notice forms**

(Please tick the appropriate boxes)

Birth certificates Passports Proof of Residence

Declaration of Status by Non UK National Form(s) (& photos if relevant)

Immigration Proof/Marriage Visa

Death certificate(s) Certificate(s) of no impediment Divorce/Dissolution Doc

**Contact details**

**1st contact**

Name

Email address

Mobile number

**2nd contact**

Name

Email address

Mobile number

* Please put all documents and notices into a sealable envelope along with this sheet completed
* We will contact you when your paperwork is being dealt with on the emails or phone numbers above
* Please ensure that you are giving enough time to lodge notice
* This form must accompany your notices and documents