

## RECORDS UPDATE REQUEST FORM


**WHEN TO USE THIS FORM**

Use this form to authorise Back to Basics Business Training to update your student information

**1. Current Personal Information Back to Basics has on file for you**

Name			
Date of Birth			
Contact Number			
Residential /Postal Address			
	State		Post Code

**2. Change or correction of Legal name: (evidence required)**

Please indicate type of alteration: New Name  Correction to Name

NEW Legal Family Name	
NEW Legal First Name	

Documentary evidence is required – Students are permitted to provide scanned copies of the certified documentary evidence such as a marriage certificate, deed poll, Australian Driver’s licence, passport, birth certificate or other official documentary evidence that confirms your identity.

**3. Please update the information below:**

Contact Number			
Email			
Residential Address			
	State		Post Code
Postal Address			
	State		Post Code

Additional information to update:

*If you feel you need to discuss any personal or sensitive information, please contact our friendly Back to Basics Administration Team or the Back to Basics Office Manager on 1300 855 713.*

**Student Declaration**

**I declare** that the information I have provided in this form is true and correct.

**I acknowledge** that any records updates will also be forwarded to any third parties that Back to Basics Business Training Pty Ltd has previously provided the original information to, so that these parties may also update any relevant information.

**Signature:****Date:**