

**Learner details amendment form**

**TO BE USED IF AMENDMENT CANNOT BE DONE DIRECTLY ON MERCURY\***

**Centre details**

Centre name	
Centre number (if applicable)	
Requested by	
Job title	
Email address	
Telephone number	

**Learner details**

Learner number	
Learner's full name (as currently reflected on Mercury)	
Learner's date of birth	
Learner's amended name (as appropriate) <i>This name will appear on all subsequent certificates</i>	

- I confirm that the learner is aware that a change of name/DOB has been requested
- I have seen the required proof of identification to support the name/DOB amendment (passport, birth certificate, deed poll certificate, marriage/divorce certificate as appropriate)
- I confirm that the original certificate has been marked with "VOID", scanned, emailed to Crossfields Institute and destroyed or returned by post to Crossfields Institute.

Name	
Email	
Date	

*Following receipt of a fully completed form, requests for name amendment will be processed within 5 working days. Completed forms should be sent to [info@crossfieldsinstitute.com](mailto:info@crossfieldsinstitute.com) or Crossfields Institute, Academic Administration Team, Stroud House, Russell Street, Stroud, GL5 3AN*

\* When certification has been requested, learner details cannot be amended directly on Mercury. If changes are requested post certification, please use this form