

Please complete this form and email to:  
**[cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk)** with evidence of identification\*

This form can be used by pensioners and deferred members only to notify Civil Service Pensions of a change of address.

**(Active members should notify a change of address through their respective employers)**

All personal information will be held in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018

Name: (BLOCK CAPITALS)

**Please provide one or more of the following references**

National Insurance Number:

Date of Birth:

Pension/CSP Number  
(If known):

**Old Address**

**New Address**

**Postcode**

**Postcode**

Effective date for  
change of address:

All personal information submitted to Civil Service Pensions is held in accordance with the Civil Service Pensions Privacy Policy which is published on the CSP(NI) website:

[www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

**Declaration**

By ticking this box  I declare that I am the person named in page 1 of this form and that the information provided is true and accurate. I also declare that I am aware that the provision of false information may lead to prosecution.

By ticking this box  I declare that I have adhered to the confirmation of identity requirements set out below.

\* **To enable us to verify your identity you must submit a scanned or photographic copy of your driver licence or passport.**

Date:

Completed forms should be returned to: [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk)

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