

Refund Application Form – Multiple Surname Search

To be completed only when a refund of a search fee is requested in cases where more than one surname may be in use (ie. a married, separated, or divorced woman) or when there is confusion over the order of the surname and forename.

Applicant Name:

Address: _____

Email :

Refund Amount:

Reason for Refund: Order of surname and forename unknown (**copies of both search reports are attached**)

OR

More than one surname may be in use* (**copies of both search**

* If the reason for the refund application is because more than one surname may be in use, the following **original** document(s) should be attached. Failure to provide supporting documentation will result in the refusal of the application.

Marriage Certificate (married woman)

Decree Nisi/Absolute plus Birth Certificate (divorce or judicial separation)

Order of Financial Provision plus Birth Certificate (legal separation)

BANK DETAILS (Refunds paid into bank accounts):

Name of Account:

Bank Name: _____

Bank Address: _____

Sort Code (6 digits): _____

Account Number (8 digits): _____

Please send completed form to: Accounts Team, Finance Branch, 18th Floor, Windsor House, Bedford Street, Belfast, BT2 7LT

FOR FINANCE BRANCH USE ONLY

I have assessed the application and have decided to grant/refuse the application.

Reason for Refusal: _____

Amount to be refunded £ _____

SIGNED: _____ DATE: _____