

### 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. Refund applications must be submitted by the individual to whom the searches relate, applications from third parties will not be accepted.

Applicant Name:

Address:

Email Address:

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 reports are attached**)

\* 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, 2nd Floor, Laganside House, Oxford Street, Belfast, BT1 3LA**

**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: \_\_\_\_\_