



## Section 2. Contact Person

### 2. Name of the designated contact responsible for this application.

Title

First name(s)

Surname

Property name

Property number

Street

Town/city

Postcode

Home phone number (inc. area code)

Daytime phone number (inc. area code)

Email (please refer to guidance notes)

@







## Section 6. Enclosures

Please indicate which enclosures have been attached: Please cross (X) box

The appropriate fee (non-refundable).



Damaged licence if applicable.



One passport size photograph if you are requesting a copy of your personal licence and you wish to update the photograph currently on your licence. Note: If you are attaching a hard copy photograph, you must use the Photographic Identification Form which is part of the Personal Licence application form and is available on our website [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) or contact us on 0121 230 6666 to obtain this form. **This is not necessary if you wish to keep the photograph currently on your licence.**



**Note: Failure to provide enclosures will cause delay and may result in refusal of your application.**

The Gambling Commission is a data controller under the terms of the Data Protection Act 1998. The information provided on this form will be processed for the purposes necessary for the Commission to carry out its functions and meet its legal obligations. The data may be shared with third parties who fulfil a service on behalf of and under the express instructions of the Commission and other bodies where it is necessary to do so in order to carry out the Commission's functions and where the Commission is legally required or permitted to do so.

Any information or material sent to us and which we record may be subject to the Freedom of Information Act 2000. The Commission's policy on release of information is available on request or by reference to our web site at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk). The Commission will treat all information as confidential and will only disclose that information to people outside the Commission where it is necessary to do so in order to carry out the Commission's functions or where the Commission is required by law to disclose the information. Therefore when providing information, if you think that certain information may be exempt from disclosure under the Freedom of Information Act 2000, please annotate the form accordingly so that we may take your comments into account.

**Now go to Section 7 on page 7 and complete the Payment Method section.**



