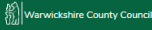


# How to change your address on the Parent Portal

Log into your Parent Portal here [Parent Portal](#)



Warwickshire County Council


Sign In


Sign in or create an account with us.  
Enter your username/email

Next


Create Account

Go your Applicant details and press View Details


 View Details

 Applicant

Ms Louise Church  
Saltisford Office Park,  
Buildings 1 To 3,  
Ansell Way,  
Warwick,  
CV34 4UL


 View Details

Now go to Edit Applicant Address Section


Applicant Address  Edit Applicant Address section

## Account details confirmation


Check the details below and select 'Confirm' if they are correct.

Applicant Details  Edit Applicant Details section

Title: Ms  
Forename: Louise  
Surname: Church  
Email Address: louisechurch@warwickshire.gov.uk

Applicant Address  Edit Applicant Address section

House Name/Number: Saltisford Office Park  
Secondary: Buildings 1 To 3  
Street: Ansell Way  
Town: Warwick  
Postcode: CV34 4UL

Supporting Documents  Edit Supporting Documents section

Uploaded Documents: No documents uploaded

Cancel Confirm

# Confirm address

**Address Details**

House Name/Number*	<input type="text" value="Saltisford Office Park"/>
Secondary	<input type="text" value="Buildings 1 To 3"/>
Street*	<input type="text" value="Ansell Way"/>
Locality	<input type="text"/>
Town	<input type="text" value="Warwick"/>
County	<input type="text"/>
Postcode*	<input type="text" value="CV34 4UL"/>
Home LA	<input type="text" value="Warwickshire"/>

Now press Search Again

# Find address

Enter the house number and postcode then click 'find address'.

**Find Address**

House Name/Number

Postcode\*

\* indicates a required field

[<< Back](#) [Find Address](#) Or [Enter Manual Address](#)

---

Now type in your new address

# Find address

Enter the house number and postcode then click 'find address'.

**Find Address**

House Name/Number

Postcode\*

\* indicates a required field

[<< Back](#) [Find Address](#) Or [Enter Manual Address](#)

And press Find Address

[Find Address](#)

# Confirm address

### Address Details

House Name/Number *	Shire Hall
Secondary	
Street *	Market Place
Locality	
Town	Warwick
County	
Postcode *	CV34 4RL
Home LA	Warwickshire

[<< Back](#) [Search Again](#) [Next >>](#)

[Next >>](#)

Now press next

## Account details confirmation

Check the details below and select 'Confirm' if they are correct.

<h4>Applicant Details <a href="#">Edit Applicant Details section</a></h4> <p>Title: Ms Forename: Louise Surname: Church Email Address: louisechurch@warwickshire.gov.uk</p>	<h4>Applicant Address <a href="#">Edit Applicant Address section</a></h4> <p>House Name/Number: Shire Hall Street: Market Place Town: Warwick Postcode: CV34 4RL</p>
---	--

[Cancel](#) [Confirm](#)

[Confirm](#)

And Confirm

 Applicant

Ms Louise Church  
Shire Hall,  
Market Place,  
Warwick,  
CV34 4RL

 View Details

Your address is now updated

This will update your child/children's address too providing you have ticked - Child address same as

applicant  Child address same as Applicant?

Details

\* indicates a required field

Forename\*

Middlename

Surname\*

DOB\* (DD/MM/YYYY)

Gender\*  Male  Female

Child address same as Applicant?