* Please complete Part A and either Part B or Part C electronically and return as an email attachment to [epcmissingaddress@est.org.uk](mailto:epcmissingaddress@est.org.uk) with a subject of Missing Address Enquiry. **The team will aim to process Domestic addresses within 3 working days and Non-Domestic addresses within 5 working days**.
* Fields marked with \* are required, and must be completed. **Please note that your membership number is pre-fixed with 3-4 letters representing your Approved Organisation e.g. EES/123456 or STRO123456. Ensuring that you include the correct membership number and all information requested will greatly reduce delays in processing.**
* As stated by regulation 6.3 of the Energy Performance of Buildings (Scotland) Regulations 2008 “An energy performance certificate must not contain any information or data from which a living individual (other than the person issuing it or that person’s employer) can be identified”. **Therefore we cannot add any address with the business or organisation name**

The EST Missing Address team will investigate the query and if necessary will add the new address to the EPC missing address list which is used together with the One Scotland Gazetteer to provide UPRNs for EPCs.

|  |  |
| --- | --- |
| **Part A: Customer’s Details** | |
| **Date of Request\*** | Click here to enter a date. |
| **Contact Name\*** |  |
| **Company\*** |  |
| Missing address confirmation emails are automatically generated and sent to the email address associated with your assessor details on the register. | |
| **Approved Organisation (select one)\*** | Choose an item. |
| **Membership Number for above AO.\*** | e.g. EES/123456 |

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| --- |
| **Part B: If you can’t find an address**  **Address Type (select one)\*** Choose an item.  **Address\***  **Postcode\***  **Additional Information** If you have any further details that may help to resolve your query or more than one address to add please provide them here: |
| **Part C: If you think the address is incorrect**  **UPRN**  **Current Address\***  **Postcode\***  **New Address**  **Postcode\***  **Additional Information**  If you have any further details that may help to resolve your query or more than one address to add please provide them here: |