



Contact Details Change Request

The Child Online Privacy Protection Act of 1998 requires that anyone under the age of thirteen first receive consent from a parent or guardian before they can participate in any online service that collects, uses, and/or discloses a child's personal information.

Please visit the following website pages to learn more:

Full COPPA Policy	www.encouragemint.org/coppa-policy
Full Website Terms & Conditions	www.encouragemint.org/terms-and-conditions
Privacy Policy	www.encouragemint.org/privacy-policy
Confidentiality Policy	www.encouragemint.org/confidentiality-policy
Obtain COPPA Forms	www.encouragemint.org/coppa-forms

By submitting this completed form you are certifying that you are the same individual or one of the same individuals who previously completed a consent form granting the child named below permission to communicate or participate as defined and explained in that previous form. You are also indicating that you would like to change your own personal information held on file by Encouragemint or else add or remove another consenting parent/guardian.

Same Individual – Updated Information

There are three pieces of identifying information that Encouragemint uses to confirm the identity of the parent or guardian granting consent. Specifically we look at your name, email address, and signature. In order to release information or update your contact details all three pieces of information must be confirmed.

If you do not remember who provided the initial consent, please contact us by email with your name and the child's name and date of birth. We will email you back with the name of the individual or individuals who initially provided consent.

If your name or signature has changed since completing the initial consent form, you must use the original information in completing Part A below. If you have multiple email addresses and do not remember which one you submitted to us, we suggest you note all of them below. While we may confirm that you have the correct email address we will not otherwise provide it to you.

No supporting documentation is required to change your email address, nor is any required to simply change your signature. If however you are changing your name, and correspondingly your signature as well, please provide supporting documentation of the name change. This may include a marriage certificate, divorce papers, a court provided legal change of name, etc. Certified copies are not required.

Addition or Removal of Consent Provider

All information from the original provider of consent must match the information provided in the original form. If any of that information has changed please complete this form twice; once to update the original provider of consent's information and again to add or remove a second consenting parent/guardian.

If you would like to add a second consenting parent/guardian, simply complete the information below. If you would like to remove someone you must provide a reason and supportive documentation. Supporting documentation may include a copy of a restraining order, a court ordered change in custody, adoption papers, a death certificate, evidence of a child endangerment conviction, or other similar documentation. We will not remove a consenting parent/guardian due to marital separation or divorce where there is not another reason for the request. Supporting documentation does not need to be provided in the form of certified copies.

Encouragemint Not Subject to COPPA

Encouragemint, Inc. is a federally recognized 501(c)(3) non-profit organization that does not participate in unfair or deceptive acts or practices affecting commerce. To that end, Encouragemint is not legally subject to the Child Online Privacy Protection Act. Insofar as Encouragemint complies with the COPPA Rule, we do so voluntarily and with the intention of protecting the welfare, safety, and well-being of children. However there may be instances where Encouragemint takes a somewhat different stance than the COPPA Rule when it comes to what is in the best interest of a child.

Child's Information

Full name: _____
(Please print neatly)

Date of birth: _____
(Include month, day, and year)

Parent/Guardian Information

Part A: Original Provider of Consent

Please confirm your identity by completing the following information just as you did when completing the original consent form.

Full name: _____
(Please print neatly)

I am the above named child's:
(check one)

- ☐ Parent
- ☐ Legal Guardian
- ☐ Other

My email address:

*Your email address will not be sold, shared, or used for marketing purposes in any way. It will only be kept on file for purposes of communication with you pertaining to the child named above. Whenever contacting us about this child please use this same email address in order to confirm your identity.

Signature:

Today's Date:

Part B: Desired Changes

Please check the appropriate box or boxes below to indicate the changes you would like to make.

- ☐ 1- Change my name
- ☐ 2- Change my email address
- ☐ 3- Change my signature
- ☐ 4- Add an additional consenting parent/guardian
- ☐ 5- Remove an additional consenting parent/guardian

If you checked off box 1, 2, and/or 3 please complete Part C below. If you checked off box 4 and/or 5 please complete Part D below.

Part C: Updated Information

Please indicate below the information you wish to update about yourself (if applicable). This is your new name, email address, and/or signature.

Full name (new): _____
(Please print neatly)

I am the above named child's:
(check one)

- ☐ Parent
- ☐ Legal Guardian
- ☐ Other

My new email address:

*Your email address will not be sold, shared, or used for marketing purposes in any way. It will only be kept on file for purposes of communication with you pertaining to the child named above. Whenever contacting us about this child please use this same email address in order to confirm your identity.

New Signature:

Today's Date:

No supporting documentation is required to change your email address, nor is any required to simply change your signature. If however you are changing your name, and correspondingly your signature as well, please provide supporting documentation of the name change. This may include a marriage certificate, divorce papers, a court provided legal change of name, etc. Certified copies are not required.

Part D: Add/Remove An Additional Consenting Parent/Guardian

Please check the appropriate box and complete the corresponding section.

☐ Please add the following individual as an additional consenting parent/guardian:

Full name : _____
(Please print neatly)

I am the above named child's:
(check one)

- ☐ Parent
- ☐ Legal Guardian
- ☐ Other

My email address:

*Your email address will not be sold, shared, or used for marketing purposes in any way. It will only be kept on file for purposes of communication with you pertaining to the child named above. Whenever contacting us about this child please use this same email address in order to confirm your identity.

Signature:

Today's Date:

If you would like to add an additional consenting parent/guardian we need their signature in this section. The original provider of consent should sign above in Part A.

☐ Please remove the following individual as an additional consenting parent/guardian:

Full name : _____
(Please print neatly)

If you would like to remove someone you must provide a reason and supportive documentation. Supporting documentation may include a copy of a restraining order, a court ordered change in custody, adoption papers, a death certificate, or other similar documentation. We will not remove a consenting parent/guardian due to marital separation or divorce where there is not another reason for the request. Supporting documentation does not need to be provided in the form of certified copies.

Additionally, if removing a consenting parent/guardian their signature and email address is not required. However their name must be printed exactly as it was on the previously consent form and all other fields (other sections of this form) must also be completed.

****Please send this form completed in its entirety (i.e. all five pages) as a scanned attachment to admin@encouragemint.org or by postal mail to Encouragemint, Inc., 57 South Main Street, Suite 273, Neptune, NJ 07753. We will send you an email confirmation when we've received the form.**