



## Request to Change Legal Name and/or Address

Student ID Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Current Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Change of Address:** (Enter new address and telephone number)

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Legal Name Change:** Please attach official documentation of the legal change. Acceptable documents include (*must be current and valid*):

- |                                                  |                                                        |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Driver's License        | <input type="checkbox"/> Divorce Decree                |
| <input type="checkbox"/> Passport                | <input type="checkbox"/> Court Approval of Name Change |
| <input type="checkbox"/> Permanent Resident Card | <input type="checkbox"/> Social Security Card          |
| <input type="checkbox"/> Marriage Certificate    | <input type="checkbox"/> Military ID Card              |

**New Legal Name** (First, Middle, Last): \_\_\_\_\_

**Legal Sex/ Gender Marker Change**

Current Legal Sex/ Gender Marker:  Male  Female  X

New Legal Sex/ Gender Marker:  Male  Female  X

*If making a change to Legal Sex/ Gender Marker, legal documentation must be provided with this form.*

I certify that the information provided is true and accurate. I understand that this change will be reflected on my academic record and all official documents issued after processing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Notice**

All personal information provided on this form is confidential and will be used solely to update official college records in compliance with state and federal privacy laws (e.g., FERPA).

**Office Use Only**

Documentation Verified by (initial): \_\_\_\_\_ Date: \_\_\_\_\_

Address Updated:  Yes  No      Processed by: \_\_\_\_\_

Name Updated:  Yes  No      Processed by: \_\_\_\_\_

Sex/Gender Marker Updated:  Yes  No      Processed by: \_\_\_\_\_