



# Registrar's Office Petition for Legal Name Change

Please complete this form, unsigned, and return in person with legal documentation (no faxes or copies of legal documents will be accepted) to Registrar's Office, SSC L157.

Directions: Complete petition and attach legal documentation. Institutions may accept federally-recognized identifications (i.e. passports), state verified driver licenses, court orders arising from a name change proceeding, an adoption, a divorce degree, individual choice or witness protection program, and marriage licenses as documentation of identity for legal name change process. An unverified state driver license, also referred to as a "Drive Only License," may not be used for this purpose since its issuance relates to the ability to operate a vehicle. It does not establish a legal identity. This petition will change all records maintained by the Registrar, including subsequent credentials conferred by the institution. Include hyphens, apostrophes, commas, periods and spaces. Other special symbols cannot be entered onto your records. Sign the petition after presentation to personnel in the Registrar's office with photo ID.

## STUDENT PERSONAL INFORMATION

Student ID Number		Date of Birth	
Please indicate current name used on college records.			
Current First Name	Current MI	Current Last Name	
Please indicate new legal name to be used on college records.			
New First Name	New MI	New Last Name	
Current Mailing Address			Apt. #
City			State
Phone Number		Zip	
Email			

## REQUIRED

I affirm that I am the above named person and that the information presented is true.

Student Signature	Date
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# OFFICE USE ONLY

Received and Verified By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Type of Documentation: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Student Folder/Records Change: \_\_\_\_\_ Notations: \_\_\_\_\_

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Student Notified of Change: \_\_\_\_\_ Internal Notifications: \_\_\_\_\_

Comments: \_\_\_\_\_

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