

NAME CHANGE FORM

Faxed or emailed documents are not accepted

Name Change Information

Name change requests must be submitted in person to the Registrar's Office accompanied by an **official photo identification** and a **Certified Copy** of one of the following:

- Probate Court Decree ordering a name change
- Superior Court Order dissolving a marriage and explicitly ordering restoration of the name of a party
- District Court Order associated with an immigrant becoming a U.S. Citizen
- Marriage License
- A Driver's License only or Social Security Card are not considered a legal document for a name change.

NOTE: "Certified Copy" refers to an original decree, order, or license with raised gold seal or other stamp providing indicia of authenticity, including contact information for the issuing authority.

BANNER ID @ _____ **Date of Birth:** ____ - ____ - ____**Telephone Number:** ____ - ____ - ____**Email:** _____

NEW NAME: (Please print)

Last: _____

First: _____ Middle: _____

PREVIOUS NAME: (Please print)

Last: _____

First: _____ Middle: _____

Student Signature: _____ **Date:** ____ / ____ / ____

With my signature, I have provided the required documentation and authorize the change of my name.

Please submit completed form in person to the Registrar's Office.

Note: Students out of the area can have legal documents notarized, attach to this form and mailed to the Registrar's Office.

OFFICE USE ONLY

Official certified documents received, verified and copied by: _____

Date: ____ / ____ / ____

Change entered by: _____

Date: ____ / ____ / ____