

**Name/Social Security Number
Update Form**

Previous Name: _____
Last/First/Middle

New Name: _____
Last/First/Middle

I request this name change as a result of:

- Marriage (*Date of Marriage* _____)
- Certified Court Order
- Divorce Decree (*Date of Final Decree* _____)

Two proofs provided:

- Driver's License Birth Certificate
- Social Security Card
- Passport

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Previous Social Security Number

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New Social Security Number

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| <p>I hereby verify that I have read and understand the information on the back of this form and that the information that I have provided is true and correct to the best of my knowledge.</p> <p>_____ Requester's Signature</p> <p>_____ Date</p> | <p>OFFICE USE ONLY</p> <p>Verified by: _____ Date: _____</p> <p>Notified Dean: _____ Date: _____</p> <p>Entered by: _____ Date: _____</p> |
|---|---|

06/08

INSTRUCTIONS

Please print ALL information.

Name Change

To make a change in name you must present the following documentation:

ONE (photocopies acceptable):

- Marriage License
- Certified Court Order
- Divorce Decree

OR

TWO (showing new name):

- Driver's License
- Social Security Card
- Birth Certificate
- Passport

Social Security Number Change

A change in Social Security Number **MUST** be documented by presentation of a Social Security Card to the Office of the Registrar.