



Official Name Change Form

Date _____

Former Name _____ *Last, First and Middle*

New Name _____ *Last, First and Middle*

Required Documentation:

You need to attach a copy of your **new Social Security card and court documentation granting legal name change** such as a marriage certificate, divorce decree or other name-change court documents. A copy will be kept in student's permanent file in Registrar's office.

Route (for internal use):

- Registrar
- Financial Aid (separate copy of documentation)
- Payroll (separate copy of documentation)
- Student Transactions
- Accounts Payable
- Campus Receptionist
- Clinic Billing
- Library
- Student Services
- IT
- ND Faculty Support
- CCM Faculty Support
- Safety
- TB Coordinator
- Clinic Medical Records

Office of the Registrar's Use – Places to change name

SONIS FileMaker 3 Labels for Student Files Student Mailbox List