



CSCU



**Petition for Legal Name Change**

**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 decree, 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 Office of 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 Office personnel with photo ID.

**Personal Information**

Student ID Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Current Name as it appears now on records \_\_\_\_\_

New First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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

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

**Office Use Only**

Received and Verified by \_\_\_\_\_ Type of Documentation \_\_\_\_\_

Student Folder/Records Changed \_\_\_\_\_ Notations \_\_\_\_\_

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

Comments \_\_\_\_\_