



CSCU



### Petition for Legal Name Change

**Directions:** Complete petition and attach legal documentation. Official Photo Identification and an original legal document indicating the name change (i.e. 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) are required. This petition will change all records maintained by the Records Office, 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/Copied/Verified by \_\_\_\_\_ Type of Documentation \_\_\_\_\_

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

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

Comments \_\_\_\_\_

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