



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 _____