



# CHANGE OF NAME REQUEST

**TO REQUEST AN OFFICIAL CHANGE OF NAME:**

Legal proof (1 form) of **FORMER** name and **NEW** name (2 forms) must be presented to Registrar with this Form.

1. This verification must include the original of the Legal Court Document or Marriage Certificate, which documents previous **AND** new name.
2. This verification must also include a **TWO** pieces of identification bearing the **NEW** name & one with a **PHOTO**. Two of the following forms of identification may be presented:
  - a. Driver's License
  - b. Passport
  - c. Social Security Card (government-issued ID)

Official name changes (permanent change of Permanent Academic Record) can be made **in person**. The Registrar will certify the authenticity of the documents, make copies for the Permanent Academic Record, and return original documents.

- Notarized copies of necessary documents may be accepted by mail if residing outside of the IPS region and unable to submit in person.
- Without official documentation, alumni may request the **ADDITION** of a new name to their **CONTACT** info by submitting this Form to the Registrar. **PLEASE NOTE:** the **original** name on record would remain as the official name.

## FORMER NAME

1. Type or print clearly your **FORMER NAME:** (as it now appears on DMU records)

Last	First	Middle
DMU Degree Program	XXX-XX- Social Security # - Last 4 Digits	

## NEW NAME

2. Type or print clearly your **NEW NAME:** (as it **will** appear on DMU RECORDS)

Last	First	Middle
Spouse's Name: _____		
Mailing Address: _____		
Telephone (Cell): _____	DMU E-Mail: _____	
Telephone (home): _____	Personal E-Mail: _____	

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrar:** \_\_\_\_\_ **Date Certified:** \_\_\_\_\_