

**Change of Primary Name Form**

This is a request to change your primary (legal) name in accesSPoint. If changing your last name, that name will be reflective in the last name of your preferred name as well.

**Current name on file in Access Point Student ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last Name First Name Middle Initial*

**Please check all fields that apply and be prepared to show proper documentation, when returning this form to the Office of the Registrar (SSC 101).**

* First Name Change Request Print New Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Middle Initial Change Request Print New Middle Initial \_\_\_\_\_\_\_\_
* Last Name Change Request Print New Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One of the following documents is required when changing your name.

* Marriage Certificate
* Adoption Papers
* Court Order
* Passport/Visa
* Driver's License
* Divorce Decree
* Social Security Card

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

**Office Use Only:** Date Processed Initials