



NAME, DATE OF BIRTH OR SOCIAL SECURITY NUMBER CHANGE FORM

PLEASE RETURN THIS FORM IN-PERSON, OR VIA MAIL, WITH REQUIRED DOCUMENTATION TO:
RECORDS AND REGISTRATION DEPARTMENT ♦ 550 E. SPRING STREET, MADISON HALL, ROOM 201 ♦ COLUMBUS, OH 43215

SPECIAL NOTE: FAXED COPIES WILL NOT BE ACCEPTED.

RRP-prc/Name Change Form/08-26-2009

REQUIRED INFORMATION FOR ALL CHANGES (PLEASE PRINT CLEARLY)

Current Name: _____
FIRST MI LAST

Previous Name: _____
FIRST MI LAST

CougarID NUMBER: _____ SOCIAL SECURITY NUMBER: _____

STUDENT SIGNATURE (Required): _____ DATE: ____/____/____

COMPLETE THE APPROPRIATE SECTION BELOW - ACCORDING TO THE TYPE OF NAME CHANGE REQUESTED

NAME CHANGE 1: NAME CORRECTION (Please Print Clearly)

If the name on the system has been misspelled (For example - Marry Smith (incorrect spelling) rather than Mary Smith (correct spelling)):

Correct Spelling of Name: _____
FIRST MI
LAST

You must provide a current photo ID with your full name, such as an Ohio Driver's License or State of Ohio ID card.

NAME CHANGE 2: NAME CHANGE DUE TO MARRIAGE OR DIVORCE (Please Print Clearly)

If you are changing your last name due to marriage or divorce:

New Name : _____
FIRST MI
LAST

You must provide a current photo ID, such as an Ohio Driver's License or State of Ohio ID card, along with your Social Security Card, each showing your new name, and a copy of your Marriage License or Divorce Decree.

NAME CHANGE 3: LEGAL NAME CHANGE OF FIRST NAME, MIDDLE NAME AND/OR LAST NAME (Please Print Clearly)

If you have legally changed ONLY your first name, middle name and/or your last name:

New Name : _____
FIRST NAME MIDDLE NAME
LAST NAME

You must provide a current photo ID, such as an Ohio Driver's License or State of Ohio ID card, with your new full name, along with your Social Security Card showing your new name change, and a copy of the legal court documentation showing the approved name change.

DATE OF BIRTH CORRECTION (Please Print Clearly)

Incorrect Date of Birth: ____/____/____ Correct Date of Birth: ____/____/____

You must provide a current photo ID with your full name, such as an Ohio Driver's License or State of Ohio ID card, showing your date of birth.

SOCIAL SECURITY NUMBER CORRECTION (Please Print Clearly)

Incorrect Social Security Number: ____-____-____ Correct Social Security Number: ____-____-____

You must provide a current photo ID with your full name, such as an Ohio Driver's License or State of Ohio ID card, along with your Social Security Card.

FOR OFFICE USE ONLY: Date Received: ____/____/____ Date Processed: ____/____/____
Processed By (Signature Required): _____ Documentation Attached: Yes No