



**the evergreen
state college**

Human Resource Services

REQUEST FOR NAME CHANGE FORM

<p><u>Instructions for students or alumni</u> (not currently a faculty or staff member): You must complete this form and provide one of the following pieces of identification in person, by fax (360.867.6680) or scanned and emailed to registration@evergreen.edu.</p>	<p><u>Instructions for faculty or staff:</u> You must appear in person and provide photo identification as proof that you are the person whose name is being changed. If the photo identification presented is not one of the documents listed below, one of the following must be presented as proof of name change. A photocopy of the documentation will be kept along with this form.</p>
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<input type="checkbox"/> Valid Driver's License	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Marriage Certificate or License
<input type="checkbox"/> Passport	<input type="checkbox"/> Court Order	<input type="checkbox"/> Valid Military ID
<input type="checkbox"/> Valid State ID	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> US Bureau of Indian Affairs ID
<input type="checkbox"/> Federally recognized Indian Tribal Enrollment Card		

Check all current associations with the college:						
<input type="checkbox"/> Student	<input type="checkbox"/> Alumni	<input type="checkbox"/> Classified Staff	<input type="checkbox"/> Exempt Staff	<input type="checkbox"/> Temporary / Hourly Employee	<input type="checkbox"/> Faculty / Dean	

NAME CHANGE

A #:	Effective Date of Change:
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New Name

First:
Middle:
Last:

Former Name

First:
Middle:
Last:

Signature:	Date:
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Update Addresses and Phone Numbers at my.evergreen.edu

FOR OFFICE USE ONLY

Distribution for Name Change:
 Student / Alumni Name Changes → Registration
 Faculty / Dean Name Changes → Dean's Area
 Staff / Hourly Employee Name Changes → Human Resource Services
 Name changes via Social Security Card → Human Resource Services if individual is employed by the college

Banner updated on:	By:
Paper file(s) updated on:	By: