

**CHANGE TO PERSONALLY IDENTIFIABLE INFORMATION**

Applicability	Students, Staff & Faculty
Last Revised	06/08/09
Policy Owner	
Governing Body	N/A

<b>Number</b>	<as assigned by Internal Audit>
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**INTRODUCTION:**

The interdependence of system applications utilized by Bowling Green State University requires that a change to Personally Identifiable Information follow a uniform policy. Employment and Student Academic Records will bear the legal name and social security number as it appears on the individual's Social Security Card or Passport.

**POLICY:**

**1.0 Policy**

To protect the integrity of your records, Bowling Green State University requires your written authorization and documentary proof of a name change or a social security number change. Your written authorization should include your BGSU ID number, Social Security Number, your former name, your complete new name, if appropriate and your signature authorizing the change.

Students (current and former) may make their request in person or by mail or fax. Current Faculty and Staff must make their request in person. Former Faculty and Staff may make their request in person or by mail or fax.

Documentary proof of your social security number change or your name change entails, with few exceptions, verification of your new social security number or verification of your new name. The document used to verify your new social security number is a social security card. The documents used to verify your new or current name include a social security card or a passport. These are the only acceptable documents, whether presented in person, mail or fax; or presented to a notary when requesting a change by mail or fax. Copies may be provided in lieu of originals.

International Students may not change to names which do not appear on their passports.

**2.0 Terminology**

**Primary Name** - the name (First Name, Full Middle Name, Last Name) provided by an individual to the University at the time of application to become a student or an employee. If necessary, the individual's primary name shall be updated to reflect the legal name appearing on the person's Social Security Card normally collected when the individual applies for federal or state student financial aid or is offered employment with the University.

### **3.0 Procedures**

A request to change a name or social security number at Bowling Green State University may be made at the appropriate office; Office of Registrations and Records for Students and Office of Human Resources for Faculty/Staff.

When making a request in person, an individual need only to provide the appropriate documentation, Social Security Card or Passport and complete a Social Security Number Change Request Form or a Name Change Request Form as appropriate. When making a request by mail or fax, an Individual needs only to complete a Social Security Number Change Request form or Name Change Request form, as appropriate, which may be notarized confirming the appropriate documentation has been provided or copies of the appropriate documentation may be sent with the completed form in lieu of the notarization.

#### **ADDITIONAL INFORMATION:**

Once printed, this policy may be outdated. The official policy can be found at [<website address will be completed by Internal Audit>](#).