

Name Change Request

(Please see reverse side for instructions)

Office of Human Resources (employees)

College Park 100

Office of Registration and Records (students)

110 Administration Building

Bowling Green, OH 43402-0130

BGSU ID Number or SSN: _____ Date: _____

Former Name on Record (Please print):

(First, Middle, Last)

Other Former Names: _____

Current Telephone Number: _____ - _____ - _____ Last Year & Term attended, if student: _____

Current BGSU employee? Yes / No

Current Name (new or corrected):

Last Name: _____
(Please print)

First Name: _____
(Please print)

Optional (Circle one):
Mr. Mrs. Ms. Dr.

Middle Name: _____
(Please print)

Suffix: _____

I authorize the name change on my BGSU Records as specified above.

Signature

FOR NOTARY USE ONLY

Current Name

___ Social Security Card
___ Passport

STATE OF _____

COUNTY OF _____

I certify the original document was presented to
me this _____ day of _____, 20____.

Notary Public
My Commission Expires: _____

Notary Seal

FOR OFFICE USE ONLY

Current Name

___ Social Security Card
___ Passport

Originating Office _____

Accepted By _____ Date _____

Posted to Record

By _____ On _____

Verified

By _____ On _____

Name Change Request Instructions

Office of Human Resources (employees)

College Park 100

419-372-8421

ohr@bgsu.edu

Office of Registration and Records (students)

110 Administration Building

419-372-8441

Fax: 419-372-1110

Registrar@bgsu.edu

Bowling Green, OH 43402-0130

For Students:

Bowling Green State University policy requires that the Academic Record be established in the legal name of the student at the time of attendance. A student or former student has the *option* of requesting the name on his/her Academic Record be modified to reflect a change in his/her legal name.

To protect the integrity of **your** Academic Record, we require your written authorization and documentary proof of your name change. Your written authorization should include your BGSU ID Number or your Social Security Number, all former names, the year and term you last attended BGSU, a telephone number where you may be reached during the workday, your complete new name, and your signature authorizing the change. You may use the form on the reverse side of this explanation to authorize us to change your name on your Academic Record.

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

For Faculty/Staff:

Faculty/Staff must make their request in person. When making a request in person, an individual need only to provide the appropriate documentation (Social Security Card or Passport) and complete a Name Change Request Form.