

Personal Identification Data 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 43403-0130

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: _____

Old SSN: _____

****Please send or bring copy of social security card for proof of new (correct) SSN****

New SSN: _____

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

Signature

FOR NOTARY USE ONLY

Current Name:

___ Social Security Card** ****only document acceptable for SSN change**

___ 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 ___ SSA.Gov Website

___ Passport

Originating Office _____

Accepted By

_____ Date _____

Posted to Record By

_____ on _____

Verified By

_____ on _____

Personal Identification Data 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 43403-0130

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 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