NAME CHANGE FORM

INSTRUCTIONS: Complete this form and submit to the One Stop Services or the Records Office, along with the required documentation listed below. Please note that a notary public must witness your signature.

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REQUIRED DOCUMENTS************************************************************

EMPLOYEES MUST INCLUDE: Copy of SSN card, W-4, I-9, I-9 affirmation and a picture ID.

STUDENTS MUST INCLUDE: Copy of marriage license, divorce decree or other court issued document along with a copy of current drivers license.

ASU EMPLOYEE: ____Yes ____No ASU STUDENT: ___Presently ___Previously
(Including ASU work-study employees)

ATTENDED PRIOR TO FALL, 1991? ____Yes ____No BIRTHDATE: _____/_____/_____

SOCIAL SECURITY or STUDENT ID:_________________________ GENDER: _____ (MALE)/____(FEMALE)

NEW LEGAL NAME:__________________________ ___________________ __________________________
(FIRST) (MIDDLE) (LAST)

OLD NAME:______________________________ ___________________ ___________________________
(FIRST) (MIDDLE) (LAST)

PREFERRED NAME FOR INSTITUTION __________________________
(If you wish to specify a name other than your legal name, no documents or notary are required)

CURRENT MAILING ADDRESS:
Phone: __________________________
_______________________________________________________________________________
_______________________________________________________________________________

I, THE UNDERSIGNED, HEREBY REQUEST THAT A CHANGE BE MADE TO MY ADAMS STATE UNIVERSITY RECORDS TO REFLECT THE NAME CHANGE ABOVE:

___________________________________________________________ DATE: _________________

SIGNATURE
(TO BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC)

SIGNED BEFORE ME THIS ____DAY OF ______. ______.

___________ (NOTARY PUBLIC)

MY TERM EXPIRES:__________________________

COUNTY OF:__________________________

STATE OF:__________________________

SEAL

Submit completed form to:
One Stop Services, Student Union Building 
Phone: 719/587-7307 Fax: 719/587-7416

Questions regarding name changes should be referred to the Records Office in Richardson Hall
Phone: (719) 587-7321.