



Enrollment Management and Services  
Department of Registration & Records

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### **NAME CHANGE/MARITAL STATUS CHANGE REQUEST FORM**

#### **IMPORTANT INFORMATION**

This will not change your Unity ID. Effective July 20, 2010, OIT has suspended the renaming of Unity IDs for individuals whose legal name has changed due to marriage, divorce or other reasons.

#### **Section A.**

Have you worked for NC State University during the last year?      Yes                  No

If yes, you must provide a Social Security Card to initiate a name change. Your new name must match your Social Security Card or your name will revert to the name that currently appears on your Social Security Card.

#### **Section B.**

Old Name: \_\_\_\_\_  
FIRST                      MIDDLE                      LAST                      SUFFIX

ID Number: \_\_\_\_\_                      Email: \_\_\_\_\_  
Phone: \_\_\_\_\_                      Date of Birth: \_\_\_\_\_

#### **Section C.**

New Name: \_\_\_\_\_  
FIRST                      MIDDLE                      LAST                      SUFFIX

Student Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

#### **A LEGAL DOCUMENT MUST BE PRESENTED TO INITIATE A NAME OR MARITAL STATUS CHANGE**

- \_\_\_\_\_ Social Security Card (must provide if employed by NCSU in the last year)
- \_\_\_\_\_ Certified Copy of Court Order
- \_\_\_\_\_ Marriage Certificate or Divorce Papers
- \_\_\_\_\_ Other: \_\_\_\_\_

Received By: \_\_\_\_\_                      Date: \_\_\_\_\_

**Staff Use Only:** Check to see if the person is HR Controlled on the Add/Update a Person page. If so, student must provide Social Security Card to change name.