

SLCC Employees: Current SLCC employees must request changes through Human Resources.

SLCC Students: Submit this completed form, with official government issued ID, and documentation supporting requested change(s) in person, via US mail, or email.

CURRENT SLCC INFORMATION	Student ID		Date of Birth	
	First Name		Last Name	
	Middle Name		Maiden Name	

TYPE OF REQUEST: (Check all that apply)	<input type="checkbox"/> Preferred Name	<input type="checkbox"/> Name Change	<input type="checkbox"/> Social Security Number/Tax ID Update	
	<input type="checkbox"/> Birthdate	<input type="checkbox"/> Legal Sex	<input type="checkbox"/> Gender	<input type="checkbox"/> Spelling Correction

REQUESTED CHANGES:

Preferred Name (Canvas/Class Rosters)	
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Note: For preferred name, ID is required to validate the identity of the student who is requesting the update, but no additional documentation is required.

Name Change (Default name, if no preferred name)	Legal First Name		Legal Last Name	
	Legal Middle Name		Maiden Name	

Social Security Number		Date of Birth	
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Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Legal Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Gender	<input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Not Listed <input type="checkbox"/> Trans or Transgender

Special Instructions	
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I authorize SLCC to update my personal information, as specified above.

Student Signature: _____ Date: _____

Examples of Government issued IDs:

- Government issued ID
 Driver's License
 Passport
 State I.D. Card
 U.S. Military I.D.

Examples of Documentation: Must provide one additional document for the categories listed below, in addition to an unexpired government issued ID. No duplicate documentation/ID.

- Name Change*:
 Birth Certificate
 Court Order
 Divorce Decree
 Driver's License
 Marriage License/Certificate
 Passport
 Permanent Visa
 Social Security Card

- Social Security Number:
 Signed Social Security Card
- Individual Tax Payer Identification Number (ITIN):
 ITIN Authorization Letter

- Date of Birth:
 Birth Certificate
 Passport
 Permanent Visa
 Driver's License

- Gender Change**:
 Court Order
 Driver's License

*Name changes require previous and current documentation.

**May use previous and current Driver License in lieu of court order.

FOR OFFICE USE ONLY:

Verified By (Print Name): _____ Initials _____ : Date: _____ Additional Checks: eLearning OIT