



Change/Correction of Name Form

Office of the Registrar

Jefferson 100

65-30 Kissena Blvd.

Flushing, NY 11367

718-997-4400

recordsmanagement@qc.cuny.edu

Instructions: Complete all sections of this form. **Sign and date the bottom of the form. Original documentation (or notarized copies of original documents) must be presented when this form is submitted. Photocopies of original documents will not be accepted. Copies made by the student will not be accepted. Students must provide a photo ID at the time this form is submitted for verification of identity.**

This completed form and original documentation must be submitted in person to the One Stop Service Center (DH 128). Incomplete forms will not be processed.

Student ID _____ Full Name _____
Phone _____ E-Mail _____

Change/Correction of Name Request

New Name

First Last Middle

Former Name

First Last Middle

Check here if you are a current student:

If this area is not signed and dated, your request will not be processed.

Student Signature

Date

IMPORTANT INFORMATION REGARDING SUFFICIENT DOCUMENTATION

Students must provide at least **two forms of documentation** for any name changes or corrections, to be attached to this form. **The first form of documentation must be an item from (A) below.** Documents provided must reflect the full new name that has been indicated on this form. If the new name is not indicated on the document provided, at least one other document from (A) that reflects the new name must also be submitted as supplemental proof. **The second form of documentation must be from (B) below.**

A

The **original (preferred), or certified/notarized copy** of one of the following documents:

- Birth Certificate
- Marriage Certificate
- Divorce Decree
- Court Order
- Valid Passport
If this item is chosen, may not also be used for identification purposes (B).
- Social Security Card

B

Photo Identification:

- College ID, valid City, State, or Federally Issued photo ID (Drivers or Non-drivers licenses, Permanent Resident Cards, and NYC ID cards, valid Passport, etc.)

Passports may not be used if it is being used for (A). Another form of identification from (B) *must* be supplied in order for the request to be processed.