Name Change Form  
Office of the Registrar  
Please Print

<table>
<thead>
<tr>
<th>UGA ID Number</th>
<th>Current Name on Record (Last, First, Middle)</th>
</tr>
</thead>
</table>

Note: Since academic records are permanent in nature and often referred to long after the student has left the University, it is the policy to require that only legal names be used on the student’s record. Nicknames, assumed names, etc. will not be used.

<table>
<thead>
<tr>
<th>New Legal Name (Last, First, Middle)</th>
</tr>
</thead>
</table>

Check Reason for Change

- Change of name due to **Marriage** requires a copy of your marriage certificate or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Legal Change** requires a copy of a court order or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Divorce** requires a copy of divorce decree or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Adoption** requires a copy of court order or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Spelling Error** normally requires only a government-issued photo ID reflecting the correct spelling. At times, your current Social Security card may be required.
- Change of name due to **Gender Change** requires a copy of court order and a government-issued photo ID reflecting your new name.

**Please note:** In order to protect the security of all students, Social Security cards must be presented in person and will not be accepted via email or fax.

________________________________________  _______________________
Signature Date

Office Use Only
System Update: By ________________________ Date ________________________

August 2016