



# Name Change Request

Office of the Registrar

120 N. Clovis Avenue  
Clovis, CA 93612

## Use this form for: Legal Name Changes

In-person requests requires this form with all original documents required. Mailed requests require copies of your documents mailed to the address listed above.

**Current Name on Record:** List the name that currently appears on your CHSU records.

\_\_\_\_\_  
Last Name First Name Middle Name or Initial

SONIS Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

**New Name on Record:**

\_\_\_\_\_  
Last Name First Name Middle Name or Initial

In order to process your Legal Name Change request, your current CHSU ID card and one of the following official documents accepted by CHSU must be included:

Official Documents accepted by CHSU include the following:

- Valid, unexpired driver's license
- Applicable court document
- Social Security Card
- Passport
- Marriage Certificate/License
- U.S. Government ID card

LEGAL NAME CHANGE – Provide us with:

**Your current CHSU ID card and**

Copy of an official document indicating a change from your **FORMER** to your **CURRENT** name. The **FORMER** name on your CHSU records must match the former name on this document. Examples include:

- Certified copy of an official government-issued marriage certificate
- Legal name change decree – US city, county, or state court issued
- Divorce decree – US city, county, or state court issued
- Typographical Error – please provide a current government-issued identification document.

### Certification:

By signing below, I request that CHSU change my student records to match the new information listed above. I have included all required documents to support this change.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Please note: After graduation, no name change will be made to your academic record unless you re-enroll at CHSU.*

**For Office of Registrar Use Only**

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

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