

## Legal Name Change and/or a Social Security Number Correction

The Registrar's Office requires specific documentation before a Name/SSN update can be processed. Due to the sensitive nature of these documents, we request this form and supporting documents are submitted in-person at the address listed above. Contact Registrar's Office at registrar@chsu.edu for an appointment.

### Personal Information

SONIS Student ID #: \_\_\_\_\_ CHSU Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

### Current Legal Name as it appears on student records:

\_\_\_\_\_  
Last Name First Name Middle

### New Legal Name requested:

\_\_\_\_\_  
Last Name First Name Middle

In order to process your Legal Name Change request or update a social security number, please provide your CHSU ID card and the following documentation:

#### **Official Documents accepted by CHSU:** *(must provide 1 photo identification card)*

- ☐ Valid Driver's License, Passport, US Government or State issued ID, Military ID card

#### **AND** *(provide 1 of the following official documents for Legal Name Changes)*

- ☐ Certified copy of an official government-issued marriage certificate  
☐ Court issued legal name change decree  
☐ Court issued divorce decree *(only the page stating your name change is required)*  
☐ Typographical Error – *(provide a current government-issued identification document)*  
☐ Original signed Social Security Card *(required for SSN updates and must match the name on your student records)*

*For Legal Name Changes*, a certified 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.

Requests that are mailed must include this form along with **NOTARIZED** photocopies of valid supporting documentation. Change requests and supporting documentation should not be emailed or faxed.

### 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

*For Office of Registrar Use Only*

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

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