



Change of Record Request Form

Name Change Request	
St. Thomas ID or Last 4 of SSN:	
Former First Name:	Updated First Name:
Former Middle Name:	Update Middle Name:
Former Last Name:	Updated Last Name:

One of the following forms of legal documentation is needed before a change to a legal name will be completed:

- Social Security Card: The card must have the correct/current name (a copy of both the back and front of the card are required). The number on the card will need to match the number that we have on the system in order for this form of documentation to be accepted.
- Marriage License: A copy with both the old/previous and new/changed name included in the documentation.
- Divorce Papers: A copy with both the old/previous and new/changed name included in the documentation.
- Court Ordered Documentation: A copy with both the old/previous and new/changed name included in the documentation.
- Driver's License that reflects name change; must be valid (non-expired) and Social Security Card with current name.

Gender Change Request	
St. Thomas ID or Last 4 of SSN:	
Full Name:	
Former Gender:	Updated Gender:

A certified copy of a court order is required to change one's gender within institutional records.

Signature:	Date:
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Note: By signing above, you are agreeing to have the Office of Student Data & Registrar change your institutional records to reflect the updated information provided above.

Please return this form to the Office of Student Data & Registrar located in MHC 126 or by email registrar@stthomas.edu