

# NAME/ADDRESS CHANGE REQUEST FORM

## University of Central Arkansas

PRINT OR TYPE ALL INFORMATION- Incomplete forms cannot be processed

ID# B \_\_\_\_\_ NAME: \_\_\_\_\_ Student  Staff/Faculty   
 SSN# \_\_\_\_\_ (For UCA Employees only) EMAIL \_\_\_\_\_

**Change Name To:**

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

**Change Address:**    Mailing     Parent Address     (Indicate address type)

\_\_\_\_\_  
 Address (Street Name and Number)    Apt#

\_\_\_\_\_  
 City    State    Zip/Country

\_\_\_\_\_  
 Area                          Telephone Number

I request UCA include my most recent former last name on any transcript that is released.  
 Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
 \*Signature    \*Date  
**\*REQUIRED. THIS FORM CAN NOT BE PROCESSED IF NOT SIGNED AND DATED.**

**For CURRENT UCA EMPLOYEES ONLY, check one of the following:**  
 \_\_\_ Full-Time    \_\_\_ Part-Time    \_\_\_ Temp    \_\_\_ Graduate Assistant    \_\_\_ Student Assistant

<p><b>FOR OFFICE USE ONLY:</b></p> <p><b>Type of I.D.:</b>  <input type="checkbox"/> Driver’s license  <input type="checkbox"/> Marriage license  <input type="checkbox"/> Birth Certificate  <input type="checkbox"/> SSN Card  <input type="checkbox"/> Court order  <input type="checkbox"/> Other (specify) _____ Date: _____</p> <p><b>Recorded:</b>  <input type="checkbox"/> Computer record  <input type="checkbox"/> Paper record</p> <p>By: _____</p>	<p><b>EXAMPLES OF APPROVAL FORMS OF IDENTIFICATION:</b></p> <p><u><b>Registrar’s Office:</b></u></p> <ul style="list-style-type: none"> <li>• Driver’s License</li> <li>• Marriage License</li> <li>• Birth Certificate</li> <li>• Court Order</li> </ul> <p><u><b>Human Resources Office:</b></u></p> <ul style="list-style-type: none"> <li>• Social Security Card (required for <u>name change</u> only)</li> </ul>
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**Note:** To change your name/address on personnel records, please complete this form and return it to the Human Resources Office with an acceptable form of identification showing the applicable changes.  
 To change your name/address on the permanent student record, please complete this form and return it to the Office of the Registrar with an acceptable form of identification showing the applicable changes.