



# Change of Name Form

SUBMIT TO: OFFICE OF THE REGISTRAR  
18115 Campus Way NE, Box 358501, Bothell, WA, 98011

To change the name on your student record you must complete and submit this form along with copies of **two documents that show your new name** (such as a marriage certificate, driver's license, social security card, etc.) See back for required documentation information.

STUDENT NUMBER	SOCIAL SECURITY NUMBER	
DATE OF BIRTH	PHONE NUMBER (      )	LAST QUARTER/YEAR ENROLLED

**CHANGE NAME FROM:**

NAME (Last, First, Middle)

**TO: (NEW NAME)**

NAME (Last, First, Middle)

**REASON FOR CHANGE (Please note: If above change requires court action, legal papers must be presented.)**

STUDENT'S SIGNATURE	DATE
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**OFFICE USE ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Documentation: \_\_\_\_\_

# Name Change Policy

1. For a student to change his/her name, legal documentation and/or proof of usage is required of the student's new name. A name change may be processed via email (uwbreg@uw.edu), in person (at the Office of the Registrar, Summit Hall Welcome Center), or through the mail, provided the necessary documentation is submitted. The mailing address is: UWB Office of the Registrar, Box 358501, Bothell WA 98011. We will accept name changes for students who are currently enrolled and for previous students whose records are maintained in the student database. **A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the primary document required. You must also submit a document that states your date of birth, a photograph and a signature.**
2. If these documents are not available, then the student must demonstrate usage. The student must provide proof that she/he is the person whose name is being changed. This typically requires photo ID. Once verified, the student must submit **a minimum of two of the documents listed below. At least one of the documents must have date of birth, a photograph, and a signature:**
  - Former ID
  - Valid driver's license
  - Valid ID
  - Valid military ID
  - Student ID
  - Valid passport
  - Original copy of citizenship form that contains signature & photograph
  - Foreign country's passport
  - A federally recognized Indian tribe's enrollment card or a US Bureau of Indian Affairs identification card containing the signature and photograph of the individual.
  - Employee identification cards
  - Business License
  - Birth Certificate
  - Social Security Card
  - Utility, telephone, medical bills that show name used
3. Students may change their middle name(s) to an initial or vice versa without documentation. Documentation is required if a student is adding or deleting a middle name.
4. If a student requests a name change and she/he is currently enrolled, that change may be delayed until the end of quarter since confusion could occur during the grading process. If the instructors already have grade sheets with the prior name, a change will not be made until the quarter has ended.
5. Once a name change has been recorded, students who have a degree from the University may wish to order a new diploma. Click on this link for Diploma Order Form <http://depts.washington.edu/registra/forms/UoW1993.pdf>