

The University of West Alabama | Office of the Registrar | Station 55 | Livingston, AL 35470 | registrar@uwa.edu

This form and supporting documents must be printed and mailed or emailed.

Policy for Name Change

Students who wish to change their names do so within the Office of the Registrar. A form is provided for the student wishing to make the change. To process the change, the University of West Alabama requires a copy of this form and legal documents declaring the change. Legal documents include marriage certificates, divorce decrees, and court orders.

UWA ID Number/Social Security Number: _____

Current Name on Record: _____
First Middle Last

Date of Birth: _____ Phone Number: _____

Email Address: _____

New Legal Name: _____
First Middle Last

- [] Change of name due to **MARRIAGE** requires a copy of your marriage certificate or current Social Security card reflecting your new name **AND** a government-issued photo ID reflecting your new name.
- [] Change of name due to **LEGAL CHANGE** requires a copy of a court order **AND** a government-issued photo ID reflecting your new name.
- [] Change of name due to **DIVORCE** requires a copy of divorce decree or current Social Security card reflecting your new name **AND** a government-issued photo ID reflecting your new name.
- [] Change of name due to **ADOPTION** requires a copy of a court order **AND** a government-issued photo ID reflecting your new name.
- [] Change of name due to **SPELLING ERROR** normally requires a government-issued photo ID reflecting the correct spelling. At times, your Social Security card may be required.
- [] Change of name due to **GENDER CHANGE** requires a copy of a court order **AND** a government-issued photo ID reflecting your new name.

Signature

Date

Office Use Only

System Update: By: _____ Date: _____