



## Request for Usage of a Preferred First Name or Used Name

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**Directions:** Complete this form, unsigned and return in person with photo ID to the Registrar's Office in Room 207. All reasonable request will be granted. This form will change the applicant's first name on all institutional documents and records other than official documents such as credentials and transcripts. Documents and records that may display a preferred or used name include, among others, course rosters, identification cards and email addresses. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records. Sign the form after presentation to personnel in the Registrar's Office.

### Personal Information

Student ID Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Legal Name as it appears now on records \_\_\_\_\_

Requested Preferred First Name or Used Name \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

*I affirm that I am the above named person and that the information presented is true.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_