



Office of the Registrar  
800 University Drive  
Maryville, MO 64468  
Telephone: 660-562-1151  
Fax: 660-562-1993  
registrar@nwmissouri.edu

## LEGAL NAME CHANGE REQUEST

- **The student must submit one of the legal documents listed below** under Proof of legal change to new name (Items may be mailed, scanned and emailed, or faxed along with this form to the Registrar's Office.):

### Proof of legal change to new name

- *Government issued ID card such as driver's license, military ID, passport;*
- *Current valid social security card with new name;*
- *Copy of court order, marriage certificate, or a dissolution decree reflecting the new name in full.*

*\*\*\*\*Prior to the midterm of a trimester, names changes are made for currently enrolled students within 1-2 business days. Requests made after midterms will not be completed until final grades are posted.*

Student ID #: 919

*Please check the appropriate box below:*

Currently enrolled:

Former Student:

Change Name From:

Lastname

Firstname

Middle Name

Change Name To :

Lastname

Firstname

Middle Name

Signature:

Date of Request: