

COLLEGE OF LAW REGISTRAR

University of Cincinnati

Instructions for Completing Name Change Request Form

You may print out a blank form in PDF format and complete it manually or you may complete the text fields of the PDF form using Adobe® Acrobat® Reader.

Regardless of how you complete the Name Change Form, you must provide legal proof with the completed form.

If you choose to print out a blank form, please *print* all required information, certify your request by *signing* the form and mail it to the address listed below.

To fill out the text fields of the PDF form using Adobe® Acrobat® Reader, take the following steps: select the Hand Tool, then place the cursor over a text field and click the mouse button. When you click, a blinking I-beam cursor will appear, indicating text can be added by typing on your keyboard. To navigate to the next field for more text entry, you can either click in the next field or tab to the next field.

When you have completed entering information in all the text fields, you should save the filled-out PDF form under a new name so that you can reuse the original form in the event an error was made. Then print the completed PDF form, *sign* it and mail the completed form to the address listed below.

College of Law Registrar
University of Cincinnati
Clifton Avenue & Calhoun Street
PO Box 210040
Cincinnati, OH 45221-0040

v: 513-556-0070 f: 513-556-2391 e: charlene.carpenter@uc.edu

NAME CHANGE REQUEST

**OLD
NAME:**

(LAST)

(FIRST)

(MIDDLE)

**NEW
NAME:**

(LAST)

(FIRST)

(MIDDLE)

REASON FOR CHANGE:

PROOF OF NAME CHANGE, Attached - court order, marriage license, other, specify:

This is to certify that I have on this day made the request that the University of Cincinnati change this name on my permanent record.

SIGNATURE:

(PLEASE SIGN AS YOU WISH NAME TO APPEAR)

SOCIAL SECURITY NUMBER:

DATE:

**DATE YOU LAST ATTENDED
UNIVERSITY OF CINCINNATI:**