Midlands Technical College

Change of Address/Name

Name (as it appears on Records) _____ Social Security Number _____ or

Home Telephone Number _____ MTC ID Number _____

❑ Change my name to: _____
(New Legal Name) First Middle Last

❑ Work Study ❑ Faculty/Staff
(If checked, send copy to Payroll

❑ New Address: _____
Street P.O. Box City State Zip

Check the address you are changing: ❑ Billing ❑ Local ❑ Permanent

_____
Current Date

To Change Last Name:

1. To Married Name—need copy of marriage license.
2. From Married to Maiden—need divorce decree stating use of maiden name. A divorce decree <u>without</u> this statement is not enough to change the name
3. Decreed by Legal Document—must have the legal document issued by the court.

To Change First Name and/or Complete Name:

1. Must have court document containing name change.

NOTE: A person may use any name as long as there is no intent to defraud. However, <u>**legal**</u> name is required by the college for official records.

Valid Legal Documents:

1. Birth Certificate
2. Court Decree
3. Marriage License—for last name only
4. Military Identification Card