



Records Office  
 1665 Hampshire Pike  
 Columbia, TN 38401  
 (931) 540-2581  
 (931) 560-4112 (fax)

**REQUEST FOR NAME and/or SOCIAL SECURITY CHANGE**

**TO AVOID GRADING ERRORS, IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR INSTRUCTORS OF THESE CHANGES!!!**

Copy of driver's license, marriage certificate, or social security card is **REQUIRED** for name changes.

Copy of social security card is **REQUIRED** for social security changes (copy of driver's license is acceptable if SS# appears on license).

Submit completed and signed form with required documentation to the Records Office.

1. Please print your name and social security number as it is currently listed on your academic records:

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

2.  **NAME CHANGE** (Print your new name as you wish it to appear on your records.)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last Name First Name Middle/Maiden

3. If you have filed for graduation and want your new name on your diploma check here \_\_\_\_\_

4.  **SOCIAL SECURITY CHANGE** Old Social Security #: \_\_\_\_\_ New Social Security #: \_\_\_\_\_

5. What is your current phone number? (\_\_\_\_) \_\_\_\_\_

6. What is your personal email address? \_\_\_\_\_

_____ <b>Signature</b>	_____ <b>Date</b>
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Form will not be processed without signature or without proper documentation

Rev. 10/14

