



Legal Name Change Request

REGISTRAR'S OFFICE

PO Box 210060, Cincinnati, OH 45221-0060

Fax: 513-556-8000

E-mail: registrar.info@uc.edu

(All fields must be completed legibly)

Prior Name: _____
Last First Middle

New Legal Name: _____
Last First Middle

UCID Number: _____ **Birthdate:** _____ **Date of Last UC Attendance:** _____

Current Address: _____
Number and Street

_____ City State/Country Zip

_____ Phone

_____ Email

Reason for the Legal Name Change

(Note: supporting / authenticating documents must accompany this request):

- Misspelling- include copy of Driver's License
- Marriage- include copy of Driver's License, social security card, or marriage certificate
- Divorce- include copy of legal divorce decree
- Legal Name Change- include copy of court order of legal name change
- Naturalization- include copy of naturalization document or copy of passport
- Religious Reasons- copy of court order of legal name change

By my signature, I hereby certify that on this day I made request to University of Cincinnati that UC change the legal name associated with my permanent records, as indicated on this form.

Signature: _____
(Sign your full legal name)

Date: _____

Mail this form & documents to:

University of Cincinnati
Office of the Registrar — Name Change
P. O. Box 210060
Cincinnati, OH 45221-0060

OR

Email form & documents to:

Registrar.info@uc.edu

or

FAX form & documents to:

513-556-8000

Note: currently enrolled students must also contact IT@UC Service Desk (513-556-4357) to request a change to their unique ID used with e-mail, Blackboard, and One Stop Student Services online.