



# Application for Change of Name

**PLEASE TYPE OR PRINT. SEE ADDITIONAL INSTRUCTIONS BELOW.**

I certify that all the information I am supplying in this application is correct and complete. I also understand that any misrepresentation or falsification is sufficient cause for reversal of a name change and could result in other disciplinary action.

<b>ASU ID NO.</b>	<b>STATUS (CHECK ONE BOX)</b>  <input type="checkbox"/> Currently employed at ASU (See note below)**  <input type="checkbox"/> Previously employed at ASU
<b>BIRTHDATE (mm/dd/yy)</b>	

**NAME CURRENTLY ON ASU RECORDS \*\*\***

<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>
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**NAME CHANGE REQUESTED \*\*\***

<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>
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<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
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<b>PHONE NO.</b>	<b>E-MAIL ADDRESS</b>	<b>VISA STATUS</b>
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<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>
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**\*\*NOTE:** Name changes done through Human Resources will override the Registrar's name change process. Employees who currently are employed at ASU MUST SUBMIT a name change through Human Resources.

**INSTRUCTIONS**

All requests require:

1. Employee's signature
2. Picture identification
3. Original Social Security card (with corrected legal name)
4. A copy of a foreign passport and permanent visa (non-U.S. citizens)
5. Updated I-9 form for re-verification (Available at [cfo.asu.edu/hr-forms](http://cfo.asu.edu/hr-forms))

**NOTE:** If the name change also requires a gender change on a personnel record, a court order supporting the request is required.

**STUDENTS WITH F1 or J1 VISA STATUS**

These students must process name changes through the International Student Office.  
**480.965.7451**

**SUBMIT YOUR NAME CHANGE**

**You must submit your name change IN PERSON (bring photo ID)**

**Downtown Phoenix/Tempe**  
OHR Employee Service Center  
University Services Building (USB)  
1551 S. Rural Rd.  
Tempe, AZ 85287-5612

**Polytechnic**  
Administrative Services Building (ADSVC)  
6027 S. Sagewood, Room 102  
Mesa, AZ 85212

**West**  
Faculty Administration Building (FAB), 3rd floor south  
4701 W Thunderbird Rd.  
Glendale, AZ 85306  
MC 2051

**QUESTIONS?**

Office of Human Resources  
855.ASU.5081 (855.278.5081)  
[hresc@asu.edu](mailto:hresc@asu.edu)