



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.

ASU ID NO.		STATUS (CHECK ONE BOX)		
BIRTHDATE (mm/dd/yy)		<input type="checkbox"/> Currently employed at ASU (See note below) ** <input type="checkbox"/> Previously employed at ASU		
NAME CURRENTLY ON ASU RECORDS ***				
LAST		FIRST		MIDDLE
NAME CHANGE REQUESTED ***				
LAST		FIRST		MIDDLE
ADDRESS			CITY	STATE ZIP
PHONE NO.	E-MAIL ADDRESS		VISA STATUS	
EMPLOYEE SIGNATURE			DATE	
**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 www.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 JI 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
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
FAB Annex (FABNX)
4701 West Thunderbird Rd.
Glendale, AZ 85306-490

QUESTIONS?

Office of Human Resource
480.965.2701 | hresc@asu.edu