



Application for name change

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)** | | |
| Gender: | | <input type="checkbox"/> Previously employed at ASU | | |
| Name currently used on ASU records *** | | | | |
| Last | | First | | Middle |
| Name change requested *** | | | | |
| Last | | First | | Middle |
| Address | | | City | State Zip |
| Phone no. | Email 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. Copy of a foreign passport and permanent visa (non-U.S. citizens)

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

Questions?

Office of Human Resources
855-ASU-5081 (855-278-5081) | hresc@asu.edu

Submit name change

You must submit your name change in person with photo ID

Tempe

OHR Employee Service Center
Tempe University Center (UCNTRA)
1100 E. University Drive
Tempe, AZ 85287-1304

Polytechnic

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

West

Faculty Administration Building (FAB), third floor south
4701 W Thunderbird Rd.
Glendale, AZ 85306
MC 2051