

Legal Name Change/ Name Correction Request

Submit this form with appropriate legal documentation (specified below) to the Office of Enrollment Services, BH 101, to change your legal (primary) name in CSULB's student records. Current and Former CSULB employees (including student employees) **can only** change their legal name by presenting an original Social Security Card to the Payroll Office in BH-353, (562) 985-4164.

Current Legal Name on Record at CSU Long Beach:	Campus ID Number:
Last: _____	_____
First: _____ Middle Initial: _____	
New/Corrected Legal Name:	
Last Name: _____	
First Name: _____	Middle Name: _____
Enrollment Status: <input type="checkbox"/> Applicant <input type="checkbox"/> Current Student <input type="checkbox"/> Former Student	

Please provide your email address so that we may contact you if necessary: _____

Name Change Documentation:

Acceptable Legal Documentation—
Document must state old *and* new name.

- Marriage License
- Certificate of Naturalization with Petition for Name Change
- Adoption Record with new Birth Certificate
- Divorce Decree (Stating restored name)
- Court Order
- Alien Registration Card

Name Correction Documentation:

- Birth Certificate
- Driver's License
- Passport
- California Identification Card

I declare that the information provided above is true and correct and represents a bona fide change. This change of name will not be used for fraudulent purposes.

Student's Signature _____ **Date** _____

OFFICE OF ENROLLMENT SERVICES:	
Processed By: _____	Date _____