**Petition for Legal Name Change**

**Process / Procedural Guide**

The System’s Policy and that of the Institution, if applicable, are prominently displayed on the Institution’s website at a location frequently visited by students.

Notice of the Policy and its website location may also presented by the Institution on bulletin boards, newspapers, posters and other communications frequented by students.

The Institution’s website page contains an easily accessible link to the readily printable “Petition for Legal Name Change” formwith clear, concise directions, as demonstrated in the System’s template. The institution may instead or also utilize an electronic submission process that confirms the student’s identification.

When presented with a “Petition for Legal Name Change” form, the Institution’s Office of the Registrar staff member should ask the presenting student for a photo ID to verify identity.

Once identity is verified, the staff member should examine the authorizing legal documentation presented by the student.

If the Petition appears to be in order, the staff member should ask the student to sign the Petition so that the staff member might witness and authenticate its filing, via a signature check.

After making a copy of the sealed authorization for the Office of the Registrar’s records, the staff member should return the original to the student.

Within one week from the filing, the staff member must execute or arrange for the execution of the institution’s legal name change process including any required internal notifications and forward notification of the change to the student at both their mailing and email addresses. The institution should inventory the sites at which the name change should be made.