# NAME CHANGE FORM

Documentation must be provided in order to have a name change processed on your student record. One of the following original documents can be presented:

Legal Change of Name Certificate 
 Driver's License 
 Marriage Certificate 
 Passport 
 Birth Certificate

Your Guarantor cannot be a relative and must be one of the following:

- Teacher or School Principal
- MayorMinister of Religion
- Signing Officer of a Banking Institution Postmaster
- Minister of Religion
  Logal Professional (in
- Legal Professional (including a Police Officer)
- Medical Professional
- Professional Accountant or Engineer

When requesting a name change online or by mail, a "Certified True Copy" of the original document must be provided. A "Certified True Copy" is a photocopy of the original documentation attested to by a Guarantor. Note: your Guarantor's position and original signature must appear on the photocopy of your documentation if you are presenting it as a "Certified True Copy".

### Faxed or e-mailed copies are not acceptable.

Important note: only current ID will be recognized as valid; expired ID will not be accepted.

#### PLEASE PRINT CLEARLY (All fields are mandatory)

Date:	Student ID Number:      Date of Birth (MM/DD/YYYY):	

#### Identifying Information - You must provide your full legal name.

Current Surname:	First Name and Middle Name(s)	

#### Change Name to – Full legal name.

Surname:	First Name and Middle Name(s)
Signature Former Name:	Date:
Signature New Name:	Date:

## HOW TO SUBMIT

**Student:** Please submit this request form <u>and</u> the required proof of change documentation to <u>NAIT's secure</u> <u>upload site</u>.

OFFICE USE ONLY Received by the Office of the Reg	istrar on date:		
Documentation provided:			
Name change processed by:	Initials:	_ Date:	

**Collection and Use of Personal Information:** The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta), and is needed to process your Name Change Request. It will also be used to update your contact information for the Office of the Registrar's data base and the Alumni data base. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.



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- University Instructor
- Person occupying a Senior Administrative position at a University or Community College

(MM/DD/YY)