

SUNY Adirondack Office of Records and Registration

ADDRESS: 640 Bay Road, Queensbury, NY 12804 | PHONE: 518-743-2279 | FAX: 518-832-7601 | EMAIL: registrar@sunyacc.edu

Legal Name Change Authorization Form

You must provide a copy of supporting documentation for this change. **A Form without documentation cannot be processed.**

Acceptable forms of identification include;

Government Issued Picture ID, Marriage License, Social Security Card, or Court Order.

Legal Name Currently on File (please print):

Banner ID:

New Legal Name (change to):

Permanent Address:

Phone number:

Email:

The information I have provided above is accurate and true. I have provided appropriate documentation as requested above.

I understand my name, address, phone number, and personal email will be updated in my student record. The Office of Records and Registration cannot update the student user name or the name on the student Wolfmail handle and this can only be done as an additional request to the IT department.

I understand I must submit requests for updated records (i.e. transcripts, diploma, etc.) with additional forms and associated fees, if new documents are needed with my updated legal name once the change has been processed.

Student's signature

Date

Form Submission:

Completed forms and documentation can be sent or brought to the Office of Records and Registration.

- If you send this form through email, it is recommended that it be sent through the student's SUNY Adirondack wolfmail account to **registrar@sunyacc.edu**.

Identification Provided:

- Government Issued Picture ID
- Marriage License
- Social Security Card
- Court Order

REGISTRARS OFFICE: Date Processed:

Initials: