NAME CHANGE FORM

➢ A change of legal name requires a signed, completed request form and a copy of two of the official documents listed below.
➢ A declaration of chosen/preferred first name requires a signed, completed request form with no additional documents.

Instructions: Complete, sign, and submit this form to the Registrar’s Office. Attach official documentations, if required.

LOLA ID#: ________________________________  Are you a current Delgado employee?  [ ] Yes  [ ] No

First Name: ________________         Middle Initial: _____         Last Name: ________________

Phone: ________________             Email: ________________________________

Choose one.
☐ My legal name has changed. Complete Section A and attach a supporting document.
☐ I am declaring/removing a chosen/preferred first name. Skip to Section B.

Section A. Complete this section for a change of legal name only.

Enter your new legal name.
First: ________________         Middle: ________________         Last: ________________

Choose two supporting documentation and attach to this form.
☐ Marriage License         ☐ Driver License or State ID
☐ Social Security Card     ☐ Divorce Decree
☐ Birth Certificate        ☐ Court Ordered Name Change Document

Section B. Complete this section for declaring or removing a chosen/preferred first name only.
*There is no option for a chosen/preferred last name. Please note, this information is only reflected on your unofficial transcript and class roster.

Please enter your chosen/preferred first name, then select one:  [ ] ADD or  [ ] REMOVE
First: ________________________________

I understand that if I am changing my legal or chosen/preferred first name, it is my responsibility to notify my instructors of such change.

Student Signature: ________________________________         Date: _____/ ____/ _____

This section is for Registrar’s Office staff.

Received by: ________________________________         Date: _____/ ____/ _____

Processed by: ________________________________         Date: _____/ ____/ _____