

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
- Social Security Card
- Birth Certificate
- Driver License or State ID
- Divorce Decree
- 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: ____/____/____