



Use this form to update your legal name on your Champlain College record. Legal documentation of the new name and a completed Name Change Form is required for all name changes. The new name will appear on transcripts, verifications of enrollment, and other records after the form has been processed. See below for required documentation.

### SECTION 1: STUDENT INFORMATION

Champlain College ID \_\_\_\_\_ Date \_\_\_\_\_

Previous Legal Name \_\_\_\_\_  
(Last) (First) (Middle)

New Legal Name \_\_\_\_\_  
(Last) (First) (Middle)

### SECTION 2: DOCUMENTATION

Please provide one of the following documents to verify your previous name:

- Driver's license or state issued ID
- Passport
- Birth certificate
- Military ID with photo

Please provide one of the following documents to verify your new name:

- Certified court order
- Marriage or civil union certificate
- Social security card with new name
- Divorce decree

**I certify that any copy of a document provided is a true copy, and that the information provided accurately reflects my former name(s), as well as my current name. I understand that my Champlain College record will be updated and my new name will be reflected on my user accounts. It is my responsibility to notify my current instructors of this change.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_