

Midlands Technical College

Change of Name

PLEASE READ CAREFULLY

You must come in person to the Records Office on Beltline (WM-103) or Airport Campus (ASC-223) with the original documents to process your change. A picture ID is required.

To Change Last Name:

1. **To Married Name** – need an original copy of marriage license with raised seal. Also need original, unexpired state or federal picture ID showing married name.
2. **From Married to Maiden** - need original divorce decree stating use of maiden name. A divorce decree without this statement is not enough to change the name. Also need original, unexpired state or federal picture ID showing maiden name.
3. **Decreed by Legal Document** - must have the original legal document issued by the court. Also need original, unexpired state or federal picture ID showing new name.

To Correct First Name:

1. Need an original copy of birth certificate. Also need original, unexpired state or federal picture ID showing correct name.

To Change First Name and/or Complete Name:

1. Must have original court document containing name change. Also need original, unexpired state or federal picture ID showing correct name.

NOTE: Your legal name is required by the College for official records.

MTC ID Number _____

Name (as it currently appears) _____
First Middle Last

Change my name to: _____
(New Legal Name) First Middle Last

Home Telephone Number _____

New Address: _____
Street P.O. Box City State Zip

I hereby give permission for the Registrar's Office at Midlands Technical College to change my name as indicated above.

Signature

Date

RO USE ONLY:

Processed by: _____
(Initials)

Date: _____