

**Change Request: Student Biographical Update**

A student who wishes to change his or her name, social security number, birth date, or race/ethnicity on Tri-County Technical College's records must submit this form and one of the following legal documents (originals are required) to Student Records, 190 Miller Hall.

**Acceptable documents for name changes:**

Marriage License          Birth Certificate          Social Security Card  
Passport                  Adoption Documents          Court Order

**Acceptable documents for birth date changes:**

Birth Certificate          Official State ID          Driver's License  
Passport

**Acceptable documents for Social Security Number changes:**

Social Security Card

\_\_\_\_\_  
Last Name                          First Name                          Middle Name

Student ID:

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**Name Change** \_\_\_\_\_  
Last Name                          First Name                          Middle Name

**Birth date Change** \_\_\_\_\_

**SSN Change** \_\_\_\_\_

**Race/Ethnicity Change** \_\_\_\_\_

\_\_\_\_\_  
Student's Signature    Date

**If this request is submitted by mail it must be notarized.**

**Student Records Use Only**

Date Keyed: \_\_\_\_\_                          Initials: \_\_\_\_\_

