Change/Correction of Name, DOB, or SSN
(Return to Records and Registration)

New Name: Last Name_________________________________________ First Name___________________ M.I.____

Former Name: Last Name_________________________________________ First Name___________________ M.I.____

Student ID# ________________________ Current Phone Number____________________

I hereby request that Edison Community College use the current name indicated below for my college records and to cross-index all records pertaining to me. I understand that my Edison email and Blackboard accounts will not be updated until approximately 2 weeks after the end of the semester, insuring that my important data and documents will not be lost during the current semester. I will be notified when my Edison email and Blackboard accounts are officially changed and directed how to access my new accounts.

Student Signature: _____________________________________________ Date: __________________________

Complete the appropriate section below, according to the type of change, and provide required documentation.

I. NAME CORRECTION (If the name on the system has been misspelled)

Correct Spelling of Name: Last _____________________________ First______________________________ M.I.____

You must provide 1) a current photo ID with your full name, such as an Ohio Driver’s License, State of Ohio ID card or Passport.

II. NAME CHANGE DUE TO MARRIAGE OR DIVORCE (If you are changing your last name due to marriage or divorce)

New Name: Last ___________________________________________ First______________________________ M.I.____

You must provide 1) a current photo ID, such as an Ohio Driver’s License, State of Ohio ID card, or Passport, 2) your Social Security Card, each showing your new name, and 3) a copy of your Marriage License or Divorce Decree.

III. LEGAL NAME CHANGE OF FIRST, MIDDLE, OR LAST NAME (If you have legally changed your name)

Correct Spelling of Name: Last __________________________________ First______________________________ M.I.____

You must provide 1) a current photo ID, such as an Ohio Driver’s License, State of Ohio ID card, or Passport with your new full name, 2) your Social Security Card showing your new name change, and 3) a copy of the legal court documentation showing the approved name change.

IV. DATE OF BIRTH CORRECTION

Incorrect Date of Birth: _______/_______/_______ Correct Date of Birth: _______/_______/_______

You must provide 1) a current photo ID with your full name, such as an Ohio Driver’s License, State of Ohio ID card, or Passport, showing your date of birth.

V. SOCIAL SECURITY NUMBER CORRECTION

Incorrect Social Security Number:______-______-______ Correct Social Security Number:______-______-______

You must provide 1) a current photo ID with your full name, such as an Ohio Driver’s License, State of Ohio ID card, or Passport, and your 2) Social Security Card.

FOR OFFICE USE ONLY: Date Received: _______/_______/_______ Date Processed: _______/_______/_______
Processed in NAE By __________________________ Documentation Must Be Attached!!

Rev 5/13