Name Change Form

Step 1: Instructions

**EMPLOYEES**
(Including Student Employees)

STOP! If you are an NAU employee (including student employees), or have been an NAU employee within the last calendar year, **DO NOT use this form**.

You **MUST** contact Human Resources at 928-523-2223.

**STUDENTS**
(NOT including Student Employees)

**THIS FORM IS FOR STUDENT USE ONLY!**
For a Primary Name change, you need to submit the completed form with a copy of one of the following: marriage license, driver’s license, social security card, divorce decree, court order for a legal name change, birth certificate, passport, visa, or U.S. taxpayer identification card (TIN). *If documentation is illegible, we cannot process your request.*

Step 2: STUDENTS, fill out the following sections.

Check each box that applies:
- [ ] Undergraduate Student
- [ ] Graduate Student
- [ ] New Incoming Student
- [ ] Currently Enrolled
- [ ] Previously Enrolled
- [ ] Dates Attended: ____________
- [ ] Applied for Graduation
- [ ] PRC: ________

Student I.D. #__________ Date of Birth ____________/____/____ ____________

Student Signature (Required) ____________ Date ____________/____/____

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**Primary Name** (as it currently reads on NAU records):

First ________ Middle ________ Last ________

**New Name** (as it should read on NAU records):

First ________ Middle ________ Last ________

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**Preferred Name** (as it currently reads on NAU records):

First ________ Middle ________ Last ________

**New Name** (as it should read on NAU records) Documentation not required for Preferred Name change:

First ________ Middle ________ Last ________

Current students can indicate a “preferred” first name, which is a name the student wishes to be commonly known as, if different from the student’s legal first name. As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the person’s legal name on **Class Rosters, Grade Rosters, Course Management System (Blackboard), and the Online Directory**.

The student’s legal name will remain unchanged in all other university related systems where the use of the legal name is required by university business or legal need.

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Step 3: Return the completed form and supporting documentation in to the Registrar’s Office for processing. If you have any questions regarding this form or supporting documentation, please contact our office at 928-523-5490.