



UNC CHARLOTTE

EMPLOYEE NAME CHANGE

Please fill out the information below and present to the Human Resources Department with proper supporting documents
(Please note that this form cannot be processed without necessary documentation):

For a Name Change you will need:

REASON FOR NAME CHANGE	DOCUMENTATION NEEDED
Marriage	Copy of marriage certificate with new name and signed social security card
Divorce	Copy of divorce decree stating you may resume the use of your maiden name or name confirmed by court and signed social security card
Legal Name	Name change document confirmed by court and signed social security card
Misspelled Name	Driver's License and signed social security card

NAME AS IT APPEARS NOW: _____
Last First Middle

DEPARTMENT: _____

UNC CHARLOTTE ID: _____

LIST CHANGES BELOW

Correct and Complete name as it should appear:

_____ Last First Middle

SIGNATURE: _____ DATE: _____