Request to Change Personal Identification Data

Please fill out this form completely and return it with required documentation via mail, fax, or in person to the Registrar’s Office at the NSHE institution that you are currently attending. Documents not submitted in person must be accompanied by a copy of your government issued photo ID. Students of NSHE institutions are issued one student identification number to be used at all NSHE institutions. Limited personal information is shared by NSHE institutions in accordance with NSHE policies governing the security and privacy of student information. Updating personal identification data at one NSHE institution will result in it being changed at all NSHE institutions.

Name ___________________________ DOB __________________ NSHE-ID __________________

Signature ___________________________ Date __________________

Change of Name

To change your name we will need official documentation showing your correct name. This can include your Nevada driver’s license, marriage certificate, divorce decree, or other court documentation.

Former Name

New Name

This change of name is due to:

☐ Incorrect Spelling
☐ Legal Change of Name

Documentation Submitted:

☐ Nevada Driver’s License/ID #_________________
☐ Marriage Certificate
☐ Divorce Decree
☐ Birth Certificate (for corrections to name only)
☐ Military ID #_________________
☐ Passport #_________________
☐ Country_________________

Change of Social Security Number

To change your social security number we will need your social security card accompanied by a government-issued photo ID.

Social Security # ___________________________

Change of Birthdate

To change your birthdate we will need official documentation showing your correct birthdate. This can include state or federal government issued photo ID (i.e. military ID), birth certificate, or passport.

Birthdate ________________

Documentation Submitted:

☐ Military ID #_________________
☐ Passport #_________________
☐ Country_________________
☐ Driver’s License/State Issued ID: State #_________________
☐ Other, Specify ___________________________
☐ Birth Certificate

Change of Gender

To change your gender we will need a valid driver’s license or federal government issued ID.

Gender ___________________________

Documentation Submitted:

☐ Driver’s License/State Issued ID #_________________
☐ Federal government IssuedID #_________________

For Office Use Only

Reviewer ___________________________ Institution __________________ Date Processed __________________