



Request to Change Personal Identification Data

Please fill out this form completely and return it with required documentation in person to the Registrar's Office at the NSHE institution that you are currently attending. 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 _____
Last First Middle DOB _____ NSHE-ID _____

Signature _____ Date _____

Change of Name

To change your name we will need two types of official documentation showing your correct name. This must include a government issued identification and one of the following: marriage certificate, divorce decree, birth certificate, or court order.

Former Name _____

New Name _____

This change of name is due to: Documentation Submitted:

- | | | |
|---|---|--|
| <input type="checkbox"/> Incorrect Spelling | <input type="checkbox"/> Nevada Driver's License/ID # _____ | <input type="checkbox"/> Military ID # _____ |
| <input type="checkbox"/> Legal Change of Name | <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Passport # _____ |
| | <input type="checkbox"/> Divorce Decree | Country _____ |
| | <input type="checkbox"/> Birth Certificate (for corrections to name only) | <input type="checkbox"/> Court Order |

Change or Add Social Security Number

To change or add 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 must include state or federal government issued photo ID and birth certificate or passport.

Birthdate _____ Documentation Submitted:

<input type="checkbox"/> Military ID # _____	<input type="checkbox"/> Passport # _____	Country _____
<input type="checkbox"/> Driver's License/State Issued ID: State _____	# _____	
<input type="checkbox"/> Other, Specify _____		<input type="checkbox"/> Birth Certificate

Change of Gender

To change your gender we will need official documentation including a valid driver's license or government issued ID.

Gender _____ Documentation Submitted:

<input type="checkbox"/> Driver's License/State Issued ID # _____
<input type="checkbox"/> Federal government issued ID _____

For Office Use Only

Reviewer _____ Institution _____ Date Processed _____

**University of Nevada,
Las Vegas**
Enrollment Services Ctr.
Student Svcs Complex
Bldg. C
Ph: (702) 895-3443
Fax: (702) 895-1118
registrar@unlv.edu

**University of Nevada,
Reno**
Office of Admissions
& Records
Ph: (775) 784-4700
Fax: (775) 784-4283
http://www.unr.edu

Nevada State College
Office of the Registrar
Ph: (702) 992-2110
Fax: (702) 992-2111

**College of Southern
Nevada**
Charleston
(702) 651-5610
Cheyenne
(702) 651-4060
Henderson
(702) 651-3030

Great Basin College
Office of Admissions
& Records
Ph: (775) 753-2102
Fax: (775) 753-2311
http://www.gbcnv.edu

**Truckee Meadows
Community College**
7000 Dandini Blvd.
Reno, NV 89512
Ph: (775) 673-7111
Fax: (775) 673-7028
admissions@tmcc.edu

**Western Nevada
College**
Office of Admissions
& Records
Ph: (775) 445-3277
Fax: (775) 445-3147
http://wnc.edu/ar