

**FACULTY/STAFF (Who are not a current or former student):** Complete your name change via the HR Self-Service Web site.

**STUDENTS (Current & Former):** Forward completed form and appropriate documentation to:

UI Service Center  
2700 UCC  
Iowa City, IA 52242  
319-384-4300  
Fax: 319-335-1999  
Email: [registrar@uiowa.edu](mailto:registrar@uiowa.edu)

**THE UNIVERSITY OF IOWA REQUEST FOR CHANGE OF NAME**

I hereby request that my name be changed on all permanent University records.

**PLEASE PRINT**

**Former Name:**

**New Name:**

Last name: \_\_\_\_\_

Last name: \_\_\_\_\_

First: \_\_\_\_\_

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Middle: \_\_\_\_\_

Generation (Jr, III, etc.): \_\_\_\_\_

Generation (Jr, III, etc.): \_\_\_\_\_

Contact information (phone or email): \_\_\_\_\_

**University ID, Hawk ID or**

**Social Security Number:** \_\_\_\_\_

**Birth date:** \_\_\_\_\_

Month

Date

Year

**Handwritten Signature (new name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Have you ever been enrolled at the University of Iowa ☐ YES ☐ Never been a student contact HR (319) 335-2380

Currently enrolled students should report to the UI Service Center, 2700 UCC (University Capitol Centre) to process this change and then to the ID Card Services for a corrected Iowa One Card. This name change will NOT update your Hawk ID or your email address.

Current and Former Students: One of the documents listed below must be presented in person or copies submitted by mail, fax or emailed, in order to process a name change. The submitted document **must support the new name.**

**DOCUMENTATION: (Must support new name)**

- |                                                                                                    |                                                                      |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Military or State Issued Identification with photo (ex. driver's license) |                                                                      |
| <input type="checkbox"/> Official Marriage Certificate (Not bride or groom copy)                   | <input type="checkbox"/> Government Issued Passport (Must be signed) |
| <input type="checkbox"/> U.S. Social Security Card (Must be signed)                                | <input type="checkbox"/> Citizenship/Naturalization Certificate      |
| <input type="checkbox"/> Birth Certificate                                                         | <input type="checkbox"/> Court Issued Adoption Papers                |
| <input type="checkbox"/> Court Issued Name Change                                                  | <input type="checkbox"/> Court Issued Divorce Decree                 |

**REGISTRAR OFFICE USE ONLY:**

Processed By \_\_\_\_\_ Date Processed \_\_\_\_\_

- ☐ In person ☐ Email ☐ US Mail  
☐ Campus Mail ☐ Fax

- ☐ Former  
☐ Standard  
☐ Official Student