Registrar's Office
1101 Camden Avenue
Salisbury, MD. 21801
410-543-6150
1-888-543-0148
TTY 410-543-6083
FAX 410-677-5078
www.salisbury.edu

# Name, Social Security Number, Date of Birth Changes

The Salisbury University Registrar's office attempts to ensure that the information it maintains on past and present students is accurate and safeguarded from malice and/or fraud, committed by or against any individual.

Except where name, social security, and date of birth changes are clearly the result of keypunch errors on the part of University personnel, the following documentation will be required and a copy kept on file with the Registrar's office indefinitely.

**Name Changes:** Copy of Birth Certificate, Driver's License, Social Security Card or other government issued identification. Name changes resulting from marriage, divorce or other legal actions require a copy of marriage certificate or other official court document authorizing the change.

**Social Security Number Changes:** Copy of Social Security Card.

**Date of Birth Changes:** Copy of Birth Certificate, Driver's License, or other government issued identification showing the correct date of birth.

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## PLEASE PRINT CLEARLY!

**STUDENT ID#:**_____ **TODAY'S DATE:**_____.

**NEW or CORRECT NAME:** _____.
First Middle Last Suffix

**INCORRECT NAME:** _____.
First Middle Last Suffix

**CORRECT SSN:**_____ **CORRECT DATE OF BIRTH:** _____.

**INCORRECT SS#:** _____ **INCORRECT DATE OF BIRTH:** _____.

**HOME ADDRESS:** _____.
Number & Street or Post Office Box

_____.
City State Zip Code

**HOME PHONE#:** _____ **CELL PHONE#**_____.

*Student Signature:* _____.