



OFFICE OF THE REGISTRAR

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## 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 number, 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 of 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.

### PLEASE PRINT CLEARLY

ID: \_\_\_\_\_ SSN: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

Number and Street or Post Office Box

\_\_\_\_\_

City, State, Zip Code

HOME TELEPHONE: \_\_\_\_\_

Area Code and Number

**NAME CHANGE:**

New or Correct name: \_\_\_\_\_  
First, Middle, Last, Suffix

Previous or Incorrect name: \_\_\_\_\_  
First, Middle, Last, Suffix

**SOCIAL SECURITY NUMBER CHANGE:** \_\_\_\_\_  
Correct Social Security Number

**DATE OF BIRTH CHANGE:** \_\_\_\_\_  
Correct date of birth (month, day, year)