Legal Name Change Form

This form is used to file a legal name change and requires legal documentation. When changing your legal name, your primary name will reflect the change as well as the last name for your preferred name.

A copy of one of the following legal documents with your current legal name on it is required:

Driver's license
Birth certificate
Marriage License
Divorce Decree

Passport
Court Issued Document
State Issued Identification Card

Requests received without proper documentation will NOT be processed.

Return completed form to:
Registrar’s Office
UW-Platteville
101 Brigham Hall
1 University Plaza
Platteville, WI 53818

Fax: 608/342-1389

We will also accept completed forms and documentation scanned and sent to: registrar@uwplatt.edu

Section 1: Student Identification

Name as it currently appears in UW-Platteville records:

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________

Student ID: ___________________________ Date of Birth: ___________________________

Are you currently employed at UW-Platteville? YES □ NO □

Section 2: Name & Marital Status Change – please print neatly

Name Change will result in the new name appearing on ALL Academic Records

Name (NEW):

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________

Please indicate if marital status change is applicable: Single □ Married □

Section 3: Payroll Office Approval (if needed): If you are employed by the University, you will be required to obtain a signature from the Payroll Office.

_________________________________________________________

Section 4: Signature

My signature authorizes UW-Platteville to change my legal name based on the provided legal documentation.

Student Signature ___________________________ Date: mm/dd/yyyy