

# Belmont Abbey College

## Request for Name Change

Students should bring this form to the Registrar's office.  
Faculty, Staff, and others should bring this form to Human Resources

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We are required to have proof of identity. Please bring your Social Security card, Marriage License, Drivers License, court order, or NC Identification Card with your new name.  
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Please check all that apply so all records may be updated

- Student
- Faculty
- Staff
- Other association with the college

People\_Code ID (may be found on Campus ID): \_\_\_\_\_

Name \_\_\_\_\_  
                    First                                    Middle                                    Last

New Name \_\_\_\_\_  
                    First                                    Middle                                    Last

Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Requestor will need to pick up New Account Letter from Information Technology and get a New Campus ID card from Campus Police and Public Safety.

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Routing Information:

Registrar or Human Resource Office will scan signed agreement and send pdf to email address Change Name@bac.edu for routing to Financial Aid, Marketing, and Information Technology Offices.