

Name Change Request

It is essential that two pieces of the following forms of identification be submitted with this request. In all cases, documentation must be presented along with photo identification (i.e. driver's license, campus card, passport).

- Birth Certificate
- Marriage Certificate
- Passport
- Separation/Divorce documentation
- Change of Name Certificate as issued by a court
- Canadian Immigration documentation
- Affidavit*

***Affidavits:** Those individuals who wish to assume a name but have no legal documentation supporting the usage of the new name may file affidavits. These declarations must be completed and witnessed by a Commissioner of Oaths (generally a lawyer or notary public).

Identification Number: **Date of birth:**

Connect Email Address OR Daytime Phone: _____

Status (check all that apply): **Student** **Employee**

Name Currently on Record:

First	Middle	Last
-------	--------	------

Requested Name Change:

First	Middle	Last
-------	--------	------

Reason for Change:

I confirm that the statements made on this document are true and accurate.

Signature: _____ **Date:** _____

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

Office Use Only			
<input type="checkbox"/> Administrative System Revised Initial/Date:	<input type="checkbox"/> Photo ID/ Documentation Validated	<input type="checkbox"/> Diploma Re-issued Date:	<input type="checkbox"/> Change Convocation Book
Comments 			