



Legal Name Change Request

Student Number:

Date of birth:

You must provide 2 pieces of identification as detailed below and in all cases official photo identification must be presented with this application.

Status (check **all** that apply – please note legal name changes are reflected on both your employee and student record):

- ☐ Student (current or former)
 Check one: ☐ Graduate ☐ Undergraduate ☐ Special
☐ Employee

Name Currently on Record: *(please print using upper/lowercase)*

First	Middle	Last
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Requested Name Change: *(please print using upper/lowercase)*

First	Middle	Last
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Step One: You must provide an original (or a certified/notarized copy) of the following documents, depending on the reason for the name change.

- ☐ **Name change by marital status:** Canadian or international marriage certificate (must be translated into English by a certified translator); separation/divorce order or judgement
☐ **Name change by law:** Certificate or court order under provincial change of name or similar legislation
☐ **Return to maiden name:** Birth certificate or Statutory Declaration*
☐ **Addition/correction to name:** Birth certificate, Passport or Statutory Declaration*

***Statutory Declaration:** 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 (lawyer or notary).

Step Two: Depending on your status, you must also provide one of the items mentioned below that reference the name you are requesting a change to.

- | | |
|--|---|
| <input type="checkbox"/> Canadian Citizen and Permanent Residents of Canada | <input type="checkbox"/> Non-Permanent Residents |
| <input type="checkbox"/> Canadian Passport | <input type="checkbox"/> Canadian Study Permit |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Canadian Work Permit |
| <input type="checkbox"/> Certificate of Indian Status | <input type="checkbox"/> Canadian Immigration Documentation |
| <input type="checkbox"/> Permanent Resident Card | <input type="checkbox"/> International Passport |
| <input type="checkbox"/> Canadian Citizenship Card | |

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

Signature: _____ **Date:** _____

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. If you have any questions about the collection and use of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via University_Privacy_Office@carleton.ca. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

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			