Legal Name and Biographical Data Change Form

This form is used to file a student legal name or biographical data change and requires legal documentation. Faculty/Staff contact the ASK center for information about legal name changes.

A copy of one of the following legal documents is required to change your legal name:
Driver's license, Passport, Birth certificate, Court Issued Document, Marriage Certificate, State Issued Identification Card, Divorce Decree

**When changing your legal name, your primary and preferred name will reflect the change.

A copy of one of the following legal documents is required to change your gender:
Birth certificate, Court Issued Document, WI State Issued Driver’s license, or an Affidavit or statement from a licensed physician certifying the gender change

Requests received without proper documentation will NOT be processed.

Complete the form, attach documentation, and return to: Blugold Central, Attn: Records & Registration, UW-Eau Claire, VLL 1108, 105 Garfield Avenue, Eau Claire, WI 54702; fax to 715-836-5816; we will also accept completed forms and documentation scanned and sent to: regrec50@uwec.edu

Section 1: Student Identification
Name as it currently appears in UW – Eau Claire records:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student ID: ____________________________ Date of Birth: ________________

mm/dd/yyyy

Are you currently employed at UW-Eau Claire? Yes [ ] No [ ]

Section 2: Name Change
Name change will result in the new name appearing on ALL Academic Records

Name (NEW):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 3: Marital Status Change
Please indicate if marital status change is applicable:

Status: [ ] Single [ ] Married

Section 4: Gender Status Change
Please indicate if gender status change is applicable:

Status: [ ] Female [ ] Male

Section 5: Signature
My signature authorizes UW – Eau Claire to change my legal name based on the provided legal documentation.

________________________________________________________________________

Student Signature ____________________________ Date: mm/dd/yyyy

Office Use Only
Date Processed: ____________________________ Username: ____________________________