

**Name/Address Change Form**

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| Requested change: | [ ]  Name Change | [ ]  Address Change |
|  |  |  |
| Name: Click here to enter text. | Banner ID: Click here to enter text. | Date: Click here to enter text. |
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|  |  |
| --- | --- |
| Current Name: Click here to enter text.  | New Name: Click here to enter text. |
|  |  |
| Current Address: Click here to enter text. | New Address: Click here to enter text. |
|  |  |
| Telephone Numbers: | Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

Address Type: [ ]  Permanent [ ]  Local [ ]  Billing Birthday: Click here to enter text.

*Employees Permanent Address ONLY*

I assume responsibility for the consequences or problems that may occur as a result of this change of my name/address. There is no intent on my part to defraud the University of North Carolina at Pembroke.

***Please note:*** Employment verification requires a social security number to ensure that the name and social security number on record match the name and number on the social security card.

Signature Date

|  |  |  |
| --- | --- | --- |
| **Select all that apply** | [ ]  Alumni | [ ]  Staff |
| [ ]  Faculty | [ ]  Student |
| [ ]  Friend |  |

Please indicate any previous names used at UNC Pembroke: Click here to enter text.

Return this form, with proper documentation, to the appropriate office below.

Faculty and Staff: Human Resources, 347 Lumbee Hall

Students: Office of the Registrar, 133 Lumbee Hall

Alumni/Friends: Office for Advancement, 442 Lumbee Hall, PO Box 1510, Pembroke, NC 28372-1510

Prospective Students: Undergraduate – Admissions, 224 Lumbee Hall

Prospective Graduate and Admitted Graduate Students: Graduate Studies, 124 Lindsay Administration

**FOR OFFICE USE ONLY**

|  |
| --- |
|  Received by Name: Dept: Date:  |
|  Changed by Name: Dept: Date:  |
| Required Documents: (Choose one of the following)Students: Driver’s License, Social Security Card, Marriage License, Divorce Decree or other Court Document showing name change Faculty and Staff: Driver’s License and Social Security Card required  |