

# Change of Name



Registration & Records Office  
7932 Opossumtown Pike, Frederick, MD 21702  
Fax: (301) 624-2799 Phone: (301) 846-2431

New Name \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)

Former Name \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)

Student ID # \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Last 4 digits) (MM/DD/YY)

➤ **NOTE: Your myfcc email account will be changed to match the new name. Please inform your instructors of this change.**

**Please check one option below:**

**Legal Name Change:**

(Primary name is reflected on official and unofficial transcripts, enrollment verification, Financial Aid documents and student account statement/bill.) Preferred Name will also be changed.

**Chosen Name Change:**

(Chosen name is reflected on student ID card, class roster, grade roster, myfcc email, PeopleSoft, Blackboard, library system, Commencement program, and Diploma.) Legal name will not change.

All requests for a Legal Name change **MUST** be accompanied by one of the following forms of documentation. Legal Name will not be changed until documentation is submitted.

- Certified copy of marriage license
- Court order
- Divorce decree
- Current passport (for non-US citizens)
- Proof of identity certified by US Embassy abroad or appropriate foreign embassy in the US (for non-US citizens)

Requests for Chosen Name changes do not require any additional documentation.

**Please check if applicable:** \_\_\_\_\_ FCC Employee \_\_\_\_\_ FCC Student Worker

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

**For Office Use Only:** PS Updated: Initials \_\_\_\_\_ Date \_\_\_\_\_