TriCounty TECHNICAL COLLEGE

Change Request: Student Biographical Update

A student who wishes to change his or her name, social security number, birth date, or race/ethnicity on Tri-County Technical College's records must submit this form and one of the following legal documents to TC Central, Ruby Hicks 130.

Acceptable documents for name changes:

Marriage License	Birth Certificate	Social Security Card*
Passport	Adoption Documents	Court Order

Acceptable documents for birth date changes:

Birth Certificate	Official State ID	Driver's License
Passport		

Acceptable documents for Social Security Number changes:

Social Security Card*

*Original is required

Last Name First Name Middle Name

Student ID: | T | | | | | | | | |

Name Change _____

Last Name First Name Middle Name

Birth date Change _____

SSN Change _____

Race/Ethnicity Change _____

Student's Signature Date

If this request is submitted by mail this form must be notarized; faxes/emails are not accepted. Incomplete or unsigned request forms will not be processed and will need to be resubmitted.

03/21

Registrar's Office/Student Data Center Use Only

Date Keyed: _____ Initials: _____