Request to Change Personal Identification Data

Use this form to change or correct your name, social security number or birth date. This form is also used to add or remove your social security number from your records. Updating personal identification at WNC may result in the information being changed at all Nevada System of Higher Education institutions.

Name ___________________________________________ Student ID or SS # __________________________

Phone ___________________ Signature ___________________________ Date __________

Change of Name

To change your name we will need official government issued documentation showing your correct name. This can include your driver’s license, marriage certificate, divorce decree, or other court documentation.

Former Name ___________________________________________ First Middle Last

New Name ___________________________________________ First Middle Last

This change of name is due to: Documentation Submitted:

☐ Incorrect Spelling/reverse of ☐ Driver’s License
first and last name
☐ Legal Change of Name ☐ Marriage Certificate
☐ Other (specify) ____________________________

Change, Addition or Deletion of Social Security Number

To change, correct, or add your social security number to your records we need a copy of your social security card or military ID with a social security number on it accompanied by a government-issued photo ID.

Request to:

☐ Correct or change Social Security Number
☐ Add Social Security Number to Records
☐ Remove Social Security Number from Records

Change or Correct Birth date

To change or correct your birth date you need official documentation showing your correct birth date. This can include federal government issued photo ID, birth certificate or passport. If not submitted in person, a copy of a government-issued photo ID is required.

Documentation Submitted:

☐ Driver’s license or military ID
☐ Birth Certificate
☐ Passport
☐ Other (specify) ____________________________

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