

# Legal Name Change Request

**COLLEGE OF LAW  
REGISTRAR'S OFFICE**

PO Box 210040, Cincinnati, OH 45221-0040  
Fax: 513-556-5777  
E-mail: [lawregis@ucmail.uc.edu](mailto:lawregis@ucmail.uc.edu)

(All fields must be completed legibly)

**Prior Name:** \_\_\_\_\_  
Last First Middle

**New Legal Name:** \_\_\_\_\_  
Last First Middle

**UCID Number:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_ **Date of Last UC Attendance:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
Number and Street

\_\_\_\_\_ City State/Country Zip

\_\_\_\_\_ Phone

\_\_\_\_\_ Email

## Reason for the Legal Name Change

(Note: supporting / authenticating documents must accompany this request):

- Misspelling- include copy of Driver's License
- Marriage- include copy of Driver's License, social security card, or marriage certificate
- Divorce- include copy of legal divorce decree
- Legal Name Change- include copy of court order of legal name change
- Naturalization- include copy of naturalization document or copy of passport
- Religious Reasons- copy of court order of legal name change

By my signature, I hereby certify that on this day I made request to University of Cincinnati that UC change the legal name associated with my permanent records, as indicated on this form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Sign your full legal name)

### Mail this form & documents to:

University of Cincinnati - College of Law  
Office of the Registrar  
P. O. Box 210040  
Cincinnati, OH 45221-0040

OR

### Email form & documents to:

[LawRegis@ucmail.uc.edu](mailto:LawRegis@ucmail.uc.edu)

or

### FAX form & documents to:

513-556-5777

**Note:** currently enrolled students must also contact IT@UC Service Desk (513-556-4357) to request a change to their unique ID used with e-mail, Blackboard, and One Stop Student Services online.