

CENTRAL CAROLINA TECHNICAL COLLEGE

CHANGE OF ADDRESS/NAME FORM

Name (as it appears on Records) _____, _____, _____
Last First MI

Social Security Number: _____

Home Telephone Number: _____

Change my name to: _____, _____, _____
(New Legal Name) Last First MI

New Address to: _____
Street P.O. Box

City State Zip

Check the address you are changing: Billing Local Permanent

Current Date

Signature

To Change Last Name:

1. To Married Name – need copy of marriage license.
2. From Married to Maiden – need divorce decree stating use of maiden name. A divorce decree without this statement is not enough to change the name.
3. Decreed by Legal Document – must have the legal document issued by the court.

NOTE: A person may use any name as long as there is no intent to defraud. However, the legal name is required by the College for official records.

To Change First Name and/or Complete Name:

1. Must have court document containing name change.

Valid Legal Documents:

1. Birth Certificate
2. Court Decree
3. Marriage License – for last name only
4. Military Identification Card