

Name or Address Change Request

Any name change requires official documentation of the new name, such as a copy of a marriage license, birth certificate, court order, or divorce decree. We also accept Social Security cards; however in this case you will also need to provide a second form of ID such as a driver's license or passport also showing the new name. Complete and submit this form and attach a copy (do not send originals) of your pertinent documentation.

You can submit a name or address change request in person in 120 Millstein Library.

or

Send or fax all Change Requests to:

*University of Pittsburgh at Greensburg
Office of the Registrar
120 Millstein Library
150 Finoli Drive
Greensburg, PA 15601
Fax: 724-836-7176*

Name Currently on File: _____

Requested Name: _____

Current Address on File: _____

Change Mailing address? Yes ___ No ___ **Change Home address?** Yes ___ No ___

New Address: _____

PeopleSoft ID# (if known) _____ **SS# - last four digits only:** _____

Phone: _____ **Email:** _____

Please indicate which document(s) you are submitting (copies only):

<input type="checkbox"/> Marriage License	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Court order
<input type="checkbox"/> Divorce Decree	<input type="checkbox"/> Social Security card	<input type="checkbox"/> Driver's License
<input type="checkbox"/> Passport	<input type="checkbox"/> Other: _____	

Signature: _____ **Date:** _____

Office use only

Received by / Date:

Processed by / Date: