

# Name Change Request Form



UNIVERSITY of  
**DENVER**

Use this form to request the University of Denver to change your name on official records. In addition to legal name, DU maintains Preferred First Name and Chosen/Professional names. A preferred first name supplements use of your name. A chosen/professional name will replace use of your legal name in selected University systems. Documentation is required for changes to legal name. Processing instructions vary depending on your relationship to the University. See the reverse side of this form for documentation requirements and submission requirements.

Statement of Responsibility

I assume responsibility for the consequences or problems that may occur as a result of this change of my name. There is no intent on my part to defraud the University of Denver.

Name Change Type (legal **or** chosen/profess.)  Legal Name  Chosen/Professional Name  Preferred First Name Only

Check all that apply:  Employee  Student/Former student

	First	Middle	Last
Print <b>Previous</b> Name			
Print <b>New</b> Name			

Preferred First Name (if different from legal) \_\_\_\_\_

Name Prefix/Honorific (e.g., Ms., Mr., Dr.) \_\_\_\_\_ Name Suffix (e.g., Jr., Sr., III) \_\_\_\_\_

Other Previous Names \_\_\_\_\_

DU ID Number: \_\_\_\_\_ or Social Security Number: \_\_\_\_\_  
if DU ID Number is not known

Date of Birth \_\_\_\_\_ Day Telephone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Current Perkins Loan? (current/former students)  Yes  No *Registrar notifies Bursar if yes*

*Benefited employees with insurance coverage through the University, please check appropriate boxes:*

Cigna  Delta Dental  Vision  TIAA Retirement

*Office Use Only:*

Processed by \_\_\_\_\_ Department \_\_\_\_\_ Date: \_\_\_\_\_

Processed by \_\_\_\_\_ Department \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Name Changes

University Employees. Appropriate proof of legal name changes is required. Email your acceptable documentation (outlined below) along with this completed form to [sharedservices@du.edu](mailto:sharedservices@du.edu) (type "DU Confidential" in the subject line to encrypt the message). Name changes for HSA accounts must be updated directly with OptumBank. Name changes with TIAA must be made directly with TIAA. For additional information contact Shared Services at 303.871.7420.

Students or alumni. Appropriate proof of legal name changes is required. This form with appropriate documentation may be sent to the Office of the Registrar, University Hall Room G33, 2197 South University Boulevard, Denver, CO 80208. The form and documentation may also be emailed to [registrar@du.edu](mailto:registrar@du.edu) for faxed to 303.871.4300. For additional information contact the Office of the Registrar at 303.871.4095.

### Acceptable Documentation for Legal Name Changes

The following documents are acceptable proof of legal name change:

Valid driver's license	Military ID
Passport	Court divorce decree
Birth certificate	Legal name change documents
State-issued ID	

## Preferred Name

The University of Denver is aware that many of its constituents routinely use a first name or full name other than their legal name. As part of being a welcoming and inclusive campus, DU will implement changes to increase the use of preferred names in the course of DU business and education. Documentation is not required to update Preferred First Name or Chosen/Professional Name.

Because use of legal name is necessary in certain records and communications, both the legal name and preferred name are stored in DU's information systems. Implementation of the use of preferred names will be a process that occurs over time. When a student or employee contacts a DU office in person or by phone, the staff in that office may only have electronic access to the legal name. While DU will work toward primary use of the preferred first name or preferred/professional name in most instances, students and employees should be aware that the use of the legal name will continue to be necessary in certain communications and processes due to DU business or legal requirements and/or system limitations. The University reserves the right to deny a request to include a preferred name in its information systems if the request is fraudulent, carries connotations offensive to good taste and decency, or violates institutional policy.

### What is a "preferred name?"

DU maintains two types of preferred names: 1) A preferred first name; and 2) A chosen/professional name.

A first name by which an individual wishes to be identified that is other than the individual's legal name is a "preferred first name," e.g., Joe instead of Joseph. Students and employees can submit a preferred first name online. In some instances the preferred first name will be displayed in addition to the chosen/professional or legal name.

If an individual's preferred identity includes a different surname or wishes to limit the display of their legal name, they may specify a "preferred/professional" name. This "preferred/professional name" will replace the legal name in most instances.

Students may also specify a "diploma name" to use on DU diplomas. Additional information on diploma names can be found here: <http://www.du.edu/registrar/records/diplomas.html>.

### What are the reasons for this policy?

Many members of the DU community use a first name or full name that differs from their legal name. These may include individuals who prefer to use:

- a middle name instead of a first name;
- a nickname;
- an anglicized name;
- names with special characters: e.g., Renée, François, Zoë, Sørina, Peña
- a name to which the individual is in the process of legally changing;
- a name that better represents the individual's gender identity;
- a name that reflects professional activities, publications, etc.