

## IDENTIFICATION CHANGE FORM

DATE: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

**IF CURRENTLY OR FORMERLY EMPLOYED AT PSU IN THE LAST YEAR PLEASE NOTIFY HUMAN RESOURCES, RH 204, OF NAME CHANGE.**

PRESENT NAME ON RECORD:

\_\_\_\_\_

(Last)

(First)

(Middle)

UPDATE FOLLOWING INFORMATION ON STUDENT RECORD TO:

NAME CHANGED TO:

\_\_\_\_\_

(Last)

(First)

(Middle)

SPOUSE'S FULL NAME: \_\_\_\_\_

STUDENT'S UPDATED ADDRESS:

STUDENT'S UPDATED TELEPHONE #:

PLEASE PROVIDE DOCUMENTATION IN THE FORM OF DRIVER'S LICENSE, SOCIAL SECURITY CARD, OR MARRIAGE LICENSE. PLEASE MAIL THIS FORM TO PSU, REGISTRAR'S OFFICE, 1701 S. BROADWAY, PITTSBURG, KS 66762 OR FAX IT TO: 620-235-4015.

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**OFFICE USE ONLY**

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1. Entered in computer by: \_\_\_\_\_
2. Changed marital status if appropriate: \_\_\_\_\_
3. If SSN changed-copy of form sent to Karen in Cashiers \_\_\_\_\_
4. New index card prepared by: \_\_\_\_\_
5. New name noted on all index cards by: \_\_\_\_\_
6. New name noted on permanent file by: \_\_\_\_\_
7. Form filed by: \_\_\_\_\_