

# Name Change Request Form



**Office of the Registrar**  
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/Lived/Professional names. A preferred first name supplements use of your name. A chosen/lived/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.

	First	Middle	Last
Print Previous Name			

## What kind of name change are you requesting?

### Legal Name change

A legal name is a new name that has been legally changed and will replace your previous name in all DU systems. You must submit appropriate supporting documentation such as a court order, marriage license, or passport.

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

Preferred First Name \_\_\_\_\_ (Preferred first name will be displayed in addition to your legal first name)

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

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

### Chosen/Lived/Professional Name change

A chosen/lived/professional name is a new name that has not been legally changed and will replace your previous name in most DU systems. DU will make every effort to use this in every system where legal name is not required. Your legal name will be used for financial, travel, and government purposes.

	First	Middle	Last
Print <b>New Chosen/Lived/Professional</b> Name			

Preferred First Name \_\_\_\_\_ (Preferred first name will be displayed in addition to your chosen/lived/professional first name)

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

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

### Preferred First Name change

A preferred first name will be used in addition to your legal or chosen/lived/professional name. DU uses the preferred first name as an informal name, or nickname. A preferred first name may be used in most communications but some departments will continue to use your legal or chosen/lived/professional name as your formal name. Please use the My Person Profile in MyDU to make updates to your preferred first name.

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Check all that apply:  Employee  SStudent/Former student

DU ID Number: \_\_\_\_\_

Date of Birth \_\_\_\_\_

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: \_\_\_\_\_

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## 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	

## Name Options: Preferred First Names & Chosen/Lived/Professional Names

The University of Denver recognizes 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, the University of Denver uses preferred first names and chosen/professional names widely in in the course of DU business and education.

What is a "Preferred First Name" and what is a "Chosen/Lived/Professional Name?"

Beyond legal name, DU maintains two options for names which substitute in place of all or part of the legal name in University systems.

### Preferred First 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." This is analogous to a nickname. Students and employees can submit a preferred first name online. The preferred first name will be displayed in addition to legal name rather than replace it, for example: Shaquille Rashaun O'Neal (Shaq).

### Chosen/Lived/Professional Name:

A chosen/lived/professional name is used in place of a legal name and replaces the legal name in most cases. This name option can include a first, middle and/or last name. For example, chosen/lived/professional name of Cardi B would replace the legal name of Belcalis Marlenis Almanzar.

### Limitations on Use of Chosen/Lived/Professional Names

Because use of legal name is necessary in certain records and communications, both the legal name and chosen/lived/professional name are stored in DU's information systems. 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 use of the chosen/lived/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.

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## **More Information on Name Options**

Reasons for using Preferred First Names or Chosen/Lived/Professional Names

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.
- How to request a preferred first name be entered in DU information systems
- Members of the DU community can submit a preferred first name online through MyDU. Type "profile" in the search, select My Person Profile. Preferred first names can be removed by clicking Update with nothing in the field.

## **How to request a chosen/lived/professional name be entered in DU information systems**

To update your chosen/lived/professional name obtain the Name Change Request Form here. Submit the form to the office indicated in the instructions. Chosen/professional names may be removed by the same form.

## **Use of Names within DU Systems**

DU displays preferred first names and chosen/lived/professional names in most public-facing uses. This includes written communications, web displays and internal reports and processes. Not all University departments will have access to preferred first names while interacting with students.

## **Use of Legal Name**

Use of legal name is necessary for certain data exchanges such as those to government agencies that verify the identity of a student by using the student's legal name. These include (but are not limited to) transcripts, payroll, tax, insurance, banking, financial aid and federal or state reporting.

## **Name Designation Request Policy**

Individuals may designate a preferred first name or chosen/lived/professional name with which they identify and by which they prefer to be known. DU 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 University Regulations and/or Student Code of Conduct.

## **Pioneer Cards and Email Addresses**

DU will issue a new ID card, upon request, for students or employees who have requested a chosen/lived/professional name and preferred first names.

DU will provide a new DU email address, upon request, for students or employees who have requested a chosen/lived/professional name. For further information, contact the IT Computer Help Center: <https://www.du.edu/uts/helpdesk/>.

## **Diploma Names**

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