



Office of the Human Resources
 950 Main Street
 Worcester, MA 01610
 508-793-7294
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www.clarku.edu/hr

Request for Change of Legal Name

Clark University allows current employees to change the name on their record for the following reasons: marriage, divorce, legal name change, or correction of an error. All requests must be accompanied by the employee's Clark OneCard as well as one of the following forms of documentation for verification of the legal name change:

- Social Security Card issued in new name
- Birth Certificate
- Marriage Certificate
- Divorce Decree
- Legal Name Court Order
- Valid passport

Please complete items A-F below and return the completed request form to the Human Resources Office, Geography Building, 3rd Floor.

A. Clark University ID#: _____

B. Current Name on Record: *Please print the name that currently appears on your Clark University One Card*

Last Name	First Name	Middle Name/Initial
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C. New or Corrected Name:

Last Name	First Name	Middle Name/Initial
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D. Reason for Change:

Please check one.

- Marriage or Divorce
 Legal Name Change
 Correction of Error
 Other: _____

E. Signature: *Please sign below to authorize your name change on your record.*

Signature	Date
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