



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**  
**REGISTRAR'S OFFICE**  
Green Woods Hall Room 215  
Park Place East, Winsted, CT 06098  
(860) 738-6314

**LEGAL NAME CHANGE FORM**

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**Directions:** Complete form and attach legal documentation, which includes federally-recognized identifications (i.e. passports), state verified driver licenses, court orders arising from a name change proceeding, an adoption, a divorce degree, individual choice or witness protection program; and marriage licenses as documentation of identity for legal name change process. An unverified state driver license, also referred to as a "Drive Only License," may not be used for this purpose since its issuance relates to the ability to operate a vehicle. It does not establish a legal identity. This petition will change all records maintained by the Office of the Registrar, including subsequent credentials conferred by the institution. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records. **Sign the form after presentation to Registrar's Office personnel with photo ID.**

**Personal Information:**

Student ID Number @ \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Name on College records \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

New Name \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Current Address: \_\_\_\_\_  
City/State/Zip Code

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

*I affirm that I am the above named person and that the information presented is true.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Received and Verified by \_\_\_\_\_ Date Received \_\_\_\_\_

Type of Documentation \_\_\_\_\_ Date Entered \_\_\_\_\_

Student Folder/Records Changed \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_