Request for Name Change

Please bring any photo ID when presenting this form if not bringing passport or government ID (see below).

Change of Legal Name:

Please bring, in accordance with our name change policy, a certified copy of a court order or marriage certificate; a dissolution decree reflecting the new name in full; or current passport or other government issued proof of identification reflecting the new name in full.

Current legal name: __________________________________________________________

Last           First           Middle

New legal name: __________________________________________________________

Last           First           Middle

Student/Employee Signature: ___________________________ Date: ________________________

Students will have to make a separate request to ITS at helpdesk@sdsmt.edu to update their SD Mines email once the update has become effective within the system.

Change of Preferred Name:

A “preferred name” as it refers to our student information system is the name that prints on mailings, class rosters, and is displayed in Self-Service and D2L. All official documents, including transcripts and diplomas, will reflect your full legal name that is in our student information system.

Current preferred name: ______________________________________________________

Last           First           Middle

New preferred name: ______________________________________________________

Last           First           Middle

Student/Employee Signature ___________________________ Date: ________________________

Staff use only
Checked Photo ID _____ Photocopied and Attached Documentation (If changing legal name) _____