Request for Name Change

Please bring any photo ID with or without updated info when presenting this form if not bringing passport or government ID (see below).

Change of Legal Name or Legal Sex:

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

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, Gender, and Pronouns:

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. Please present any photo ID

Current preferred name: ______________________________________________________

Last     First     Middle

New preferred name: __________________________________________________________

Last     First     Middle

Preferred Gender:      Female          Male          Other

Preferred Pronouns: ________________________________

Student/Employee Signature ___________________________ Date: __________________

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