Request for Name Change

MUST bring any photo ID (with or without updated name/gender) when presenting this form if not presenting updated passport or government ID (see below).

Change of Legal Name or Legal Gender:

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

Current legal name: ____________________________________________

Last    First    Middle

New legal name: ____________________________________________

Last    First    Middle

New legal gender: ____________________________________________

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: ____________________________________________

Preferred Pronouns: ____________________________________________

Student/Employee Signature ____________________________ Date: ____________________________

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