



# National Intelligence University

## REQUEST FOR NAME CHANGE

Please Note: You must include acceptable supporting documentation which includes:  
A court order, marriage certificate, divorce papers, amended birth certificate or naturalization papers authorizing your name change.

DO NOT send original documents, ONLY submit copies of supporting documentation.

Instructions: Complete form by filling in the fields below detailing your request (type or print).  
The completed form and **a copy of your government issued photo ID in your new name** may be submitted via the following methods:

- faxed to 301-227-7067 emailed to
- [NIU\\_Enrollments@niu.odni.gov](mailto:NIU_Enrollments@niu.odni.gov)
- hand delivered to a Registrar's Office staff member

I request that my name in NIU records be changed to:

NEW Name You are Changing to: \_\_\_\_\_

Previous Name on Record: \_\_\_\_\_

Student ID or last 4 digits of SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note: Name change requests cannot be processed without a signature.**

**For Internal Staffing Use**

Confirmation sent on \_\_\_\_\_ by \_\_\_\_\_  
[Date] [NIU Personnel Name]