



Change of Name Request

University of Northern British Columbia
 3333 University Way, Prince George, BC V2N 4Z9
Telephone:
 Students & Alumni: 250-960-6300
 Staff: 250-960-5521
 Faculty: 250-960-5605
 Donors: 250 960-5750 or 1-866-960-5750

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|----------------|--|--|--|--|--|--|--|--|-------------|---------------|------------|--|---|--|--|--|--|---|--|--|--|
| UNBC # | | | | | | | | | | Date of Birth | DD/MM/YYYY | | | | | | | | | | |
| E-mail Address | | | | | | | | | Telephone # | | | | - | | | | | - | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | |
| City/Town | | | | | | | | | Province | | | | | | | | | | | | |
| Country | | | | | | | | | Postal Code | | | | | | | | | | | | |

| | | | | | | | |
|-------------------|------|-------|----------------|-----|------|-----|------|
| Prior Name | Last | First | Middle/Initial | Mr. | Mrs. | Ms. | Miss |
| New Name | Last | First | Middle/Initial | Mr. | Mrs. | Ms. | Miss |

| | | | | | | | |
|----------------------------|-------------|-------|----------------|-----|------|-----|------|
| Emergency Contact | Last | First | Middle/Initial | Mr. | Mrs. | Ms. | Miss |
| Relationship to you | Phone (day) | | Phone (eve) | | | | |

(optional) Please change my computer account username to reflect my change in name. Circle one: **(yes / no)**
 If **yes**, please provide a non-UNBC email address where we can contact you with your new username:
 _____ @ _____

INSTRUCTIONS:

- A name change request must be accompanied by an original or certified copy of supporting documentation.
 - Supporting documentation is defined as a document issued by BC Vital Statistics or a similar organization and includes items like a birth certificate, marriage certificate, name change document, etc.
 - Corporate donors may simply submit a notice of name change on official company letterhead.
- If you are unable to attend one of our UNBC campuses in person, then the following will apply:
 - a lawyer or Notary Public must certify your supporting documentation as being a true copy of the original; and
 - STUDENTS & ALUMNI: the Name Change Request form and certified documentation must be forwarded to the Office of the Registrar.
 - STAFF & FACULTY: the Name Change Request form and certified documentation must be forwarded to the Human Resource office.
 - DONORS: the Name Change Request form and certified documentation must be forwarded to the Advancement office.
 - Copies of this form and certified documents will be accepted by email, if sent from an official UNBC email address.

GENERAL INFORMATION:

- Your request will be processed within five (5) business days.
- UNBC ID Card: If you require a new student / employee card, please contact the UNBC Cashiers.

You are advised that the use of information provided on this Change of Name Request, and other information placed in a UNBC record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses this information may also be used in strict confidence in University research and planning. Certain information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of personal records, and the obligatory reporting of data to external bodies, respects the absolute confidentiality of personal information.

I have read and understand the above statement.

Signature

Date

FOR OFFICE USE ONLY

Supporting Documentation: Birth Certificate Marriage or Name Change Certificate Other: _____

Processed By: Initials: _____ Date: _____ IT Services Notified