

Personal Information Change Request

Name changes or change of sex require official documentation. Examples for name change include: marriage license, birth certificate, court order, or divorce decree. We also accept Social Security cards; however in this case you will also need to provide a second form of ID such as a driver's license or passport also showing the new name. For change of sex, a driver's license or other legal documentation is required. Complete and submit this form and attach a copy (do not send originals) of your pertinent documentation.

You can submit a change request in person in 120 Millstein Library.

or

Mail or fax all requests to:

University of Pittsburgh at Greensburg
Office of the Registrar
150 Finoli Drive
Greensburg, PA 15601
Fax: 724-836-7176

Name Currently on File: _____

PeopleSoft ID# (if known) _____ SS# - last four digits only: _____

Phone: _____ Email: _____

Change Primary/Legal Name: Yes _____ No _____

Requested Name: _____

Current Address on File: _____

Change Mailing address? Yes _____ No _____ Change Home address? Yes _____ No _____

New Address: _____

Update Sex to the following: Male _____ Female _____

For changes to name or sex, please indicate which document(s) you are submitting (copies only):

____ Marriage License ____ Birth Certificate ____ Court order
____ Divorce Decree ____ Social Security card ____ Driver's License
____ Passport ____ Other: _____

Signature: _____ Date: _____

Office use only

Received by / Date:

Processed by / Date: