

Reason for Change

- ☐ Name Change
☐ SSN was incorrect/changed
☐ DOB was Incorrect

Personal Information Update Form

STUDENT INFORMATION

Student ID: A0 Full Name: _____
First Name Middle Name Last Name
Email: _____ Phone: _____

INFORMATION TO BE UPDATED

I am requesting the following information to be changed/updated:

- ☐ Name ☐ Date of Birth ☐ Social Security Number

In accordance with Texas State University policy, I am providing the following documentation to substantiate my request:

- ☐ Driver's License ☐ Passport ☐ Certificate of Naturalization
☐ State Issued ID Card ☐ US Citizenship Certificate ☐ Military ID

AND ONE OF THE FOLLOWING:

- ☐ Social Security Card ☐ Marriage License
☐ Passport ☐ US Citizenship Certificate
☐ Court Order ☐ Military ID
☐ Concealed Handgun License ☐ Driver's License of State Issued ID Card
☐ Divorce Decree ☐ Certificate of Naturalization
☐ Court Order ☐ Temporary Driver's License or State Issued ID

**Any student that is also a current employee at the university must submit a copy of their Social Security Card with full name indicated. This is a requirement of Human Resources and no exceptions are allowed.

UPDATE INFORMATION

Please fill out only the portion of personal information you wish to update.

Name of Record

Previous Name: _____
Updated Name: _____

Date of Birth

Previous DOB (on record): _____
Updated DOB: _____

Social Security Number

SSN on record: _____
Updated SSN: _____

SIGNATURE

After completing this form, sign below and return it (in person) with valid documentation to Office of the University Registrar, 111 JCK.

Student Signature: _____ Date: _____

- Requires at least **TWO VALID** and **ORIGINAL** forms of Identification (see choices below)
- Both forms of the required identification must show the **NEW** name
- At least **ONE** form of required identification must be a photo ID
- Social Security Card must be provided if updating Social Security Number
- Photocopies of required documents must be notarized.
- Faxes and emails will not be accepted.

Office of the University Registrar 601 University Dr. San Marcos, TX 78666 registrar@txstate.edu 512-245-2367

For Office Use Only

Posted By: _____ Date Posted: _____