



Change of Name / Chosen Name Request Form

Records and Registration Office
Phone: 815-921-4250 Fax: 815-921-4269
RVC-Records@rockvalleycollege.edu

Student ID: _____ PHONE: _____

Instructions: Print clearly. Choose one request: (A) Change My Legal Name or (B) Request a Chosen First/Middle Name.
Submit the signed and completed form with the appropriate documentation to the Records & Registration Office located on the
2nd floor of the Student Center at Rock Valley College.

(A) I AM REQUESTING TO CHANGE MY LEGAL NAME.

FORMER LEGAL NAME: _____

Last Name, First Name, Middle Name/Initial(s)

NEW LEGAL NAME: _____

Last Name, First Name, Middle Name/Initial(s)

Reason for Name Change (check one):

- Correct error in spelling Legal change of name Change due to marriage Change due to divorce
(attach any of the following documents: Birth Certificate, US Military ID, Passport, U.S. Resident Alien Card, State ID Card,
Driver's License or Social Security Card, Marriage Certificate, Divorce Decree, or Court Petition or U.S. Naturalization
Certificate)

SIGNATURE: _____ DATE: _____

OR

(B) I AM REQUESTING A CHOSEN/PREFERRED FIRST NAME and or MIDDLE NAME.

LEGAL NAME:

Last Name First Name Middle Name or Initial

CHOSEN / PREFERRED FIRST and/or MIDDLE NAME:

First Name Middle Name

To encourage a more open and welcoming campus community environment, Rock Valley College has established a process
whereby any community member has the option to use a "preferred" / "chosen" first and/or middle name on campus
wherever possible. We strive to have this name appear wherever a legal name is not necessary. Choice of a chosen / preferred
name must be appropriate and cannot be an attempt at misrepresentation or fraud. Inappropriate use of a preferred name
(including but not limited to avoiding a legal obligation or misrepresentation) can be cause for denial of the request or
removal of an existing preferred name.

Legal name will still be used on certain records, including official transcripts, paychecks, payroll records, enrollment
verifications, medical records, financial aid documents and other records, which require use of an official name of record.

- > Special Characters are not possible at this time.
> Replacement fee charges may apply to issue a new Student ID card.
> Approved changes may take five to seven business days to take effect.

SIGNATURE: _____ DATE: _____ For Office Use Only -Entered By/Date _____