

# Name Change Form



**NORTHEASTERN**  
STATE UNIVERSITY

**Bursar Services / Human Resources**

NSU ID# N

Previous Name

(Be sure to enter your full name as it appears on your NSU ID and the documentation you bring for verification)

New Name

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

- ❖ You will need to bring your NSU ID and one of the following original documents with your current new name to Bursar Services (Students) or Human Resources (Employees):

Social Security Card

Passport

Marriage Certificate/License

Military ID Card

Court Order Document

Driver's License

## **Voluntary Disclosure:**

*It is unlawful for NSU to deny any individual any right, benefit, or privilege by law because the individual refuses to disclose his or her social security number except in limited circumstances. NSU requests the voluntary disclosure of your social security number on this form. If provided, NSU will use your social security number for the authorized in The NSU Social Security Number Usage Policy, Appendix I, [www.nsuok.edu](http://www.nsuok.edu).*

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## **Office Use Only**

Please copy the original document and attach it to this form. Initial and date the copy and this form.

Initials of person copying the documentation \_\_\_\_\_ Date \_\_\_\_\_

Initials of person changing information \_\_\_\_\_ Date \_\_\_\_\_