



Legal Name Change Request Form

Student Information	
Former Name (Last, First, MI):	
PA ID#:	Date of Birth:(mm/dd/yyyy):
Email:	Phone:
Spouse Name (optional/if applicable):	
New Legal Name	
First Name:	
Middle Name:	
Last Name:	
Reason for Name Change	
<input type="checkbox"/> Legal Name Change: Attach a copy of the Court Document authorizing the name change.	
<input type="checkbox"/> Change in Marital Status. Attach a copy of the Marriage Certificate or Divorce Decree.	
Documentation Required	
Include one copy of a document with the new legal name.	
Documents accepted: driver's license, passport, court document, birth certificate, state ID card, and social security card.	
International students with an F-1 or J1 visa must submit a valid passport as a document.	
Effective Date of Change:	
Authorization	
I attest that I am requesting these changes to my own personal information and confirm that all information entered above is true and correct. I authorize the Office of Registrar to change my student record accordingly and intend to use this name consistently for academic purposes at Pinkerton Academy. I understand that my new legal name will appear on all future academic records, including transcripts and diplomas.	
Student Signature:	Date:

Submit form to the Office of the Registrar by email, fax, mail, or in-person.

Registrar Use Only

Date Processed:	Initials:
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