Legal Name Change Request



Current or former employees or students at the University of Lethbridge may submit documentation in person or by mail.

Name changes can be processed in person at the following locations:

Registrar's Office SU140 4401 University Drive University of Lethbridge Lethbridge, AB T1K 3M4

Human Resources AH135 4401 University Drive University of Lethbridge Lethbridge, AB T1K 3M4

When requesting a change of name by mail:

A copy marked "Certified True Copy" of the original documentation must be provided. A "Certified True Copy" is a photocopy of the original documentation attested to by a Guarantor. Note: your Guarantor's position and original signature must appear on the photocopy of your documentation if you are presenting it as a "Certified True Copy".

- Minister of Religion
- Signing Officer of a Banking Institution
- Legal Professions (including Police
- Officer)
- University Instructor
- Teacher or School Principal
- Medical Professional

- Professional Accountant or Engineer
- Mayor
- Postmaster
- Person occupying a Senior Administrator at a University or Community College

One of the following original documents mus documentation is provided.	st be presented: a nan	ne change will be recorded o	on your University record when such
☐ Legal Change of Name Certificate ☐ Birth Certificate (when changing back to	☐ Passport the birth name)	☐ Marriage Certificate ☐ Divorce Decree	☐ Canadian Driver's License
University of Lethbridge ID Number	Date of Birth		Date
University of Lethbridge ID Number	Date of Birth		Date
	DD-1	MMM-YYYY	DD-MMM-YYYY
Identifying Information			
Must provide full legal name			
Current Surname on Record		First Name and Middle Name(s)
Change of Name to: Full legal name			
Surname		First Name and Middle Name(s)
Signatures			
Signature – Former Name		Signature – New Name	
For Office Use Only			
Processed By		Date Processed	
Documentation Used			

The information requested on this form is collected under Section 14(4)(a) of the Employment Standards Code and Section 33c of Alberta's Freedom of Information and Protection of Privacy Act, for the purpose of managing employee records, determining eligibility for university admission and/or the administration of academic programs and student services. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information about the collection and use of this information, contact Human Resources at (403) 329-2274 or the Registrar's Office at (403) 320-5700.