## **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

t be presented: a nan	ne change will be recorded	on your University record when such
☐ Passport the birth name)	☐ Marriage Certificate ☐ Divorce Decree	☐ Canadian Driver's License
Date of Birth		Date
Date of Birth		Date
DD-N	MMM-YYYY	DD-MMM-YYYY
	First Name and Middle Name(	s)
	First Name and Middle Name(s	s)
	Signature – New Name	
	Date Processed	
	□ Passport the birth name)  Date of Birth  Date of Birth	Date of Birth  Date of Birth  Date of Birth  DD-MMM-YYYY  First Name and Middle Name(  First Name and Middle Name(

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.