TACOMA COMMUNITY COLLEGE

Student Name Change or Update

Submit the completed form to the Enrollment Services Office in Building 7 (North entrance) or email to EnrollmentServices@tacomacc.edu.

Student ID:	Last Name:	First Name:

Please check any/all that apply and complete the section(s) below according to the directions:

	I have legally changed my name and need to update it on my student record. (Please complete **Section A** and provide required documentation.)
	I have academic records/transcripts under a former name, which I need to put on file. (Please complete **Section B** and provide photo ID matching current primary/legal name.)

Section A: Legal Name Change

Legal Documentation Options: *(Choose one)*
- Marriage certificate/license (filed and certified by the court)
- Original birth certificate and current driver's license
- Court order (filed and certified by the court)
- Divorce decree (filed and certified by the court)
- Passport and another legal document showing former name
- Driver's license with former name and driver's license with new name

Former Legal Name	Last:	First:	Middle:
New Legal Name	Last:	First:	Middle:

- Is this for Financial Aid purposes? No ☐ Yes ☐

Student's Signature:_____ Date:_____

NOTE: Changing your name will change MyTCC portal login/email address.
For support, please contact Information Commons | Building 16 phone: 253-566-5176 email: support@tacomacc.edu

Section B: Add Former Name(s)

To add a former name to your academic record only. Used to connect previous academic records to current records (i.e. external transcripts and conversion records). NOT for Financial Aid purposes. Only current legal ID is required.

Former Legal Name	Last:	First:	Middle:
Former Legal Name	Last:	First:	Middle:

Student's Signature:_____ Date:_____

TAM 12/05/2023