



## REQUEST FOR STUDENT NAME CHANGE

### DIRECTIONS FOR COMPLETING THIS FORM:

- This form should ONLY be used for SSD students who require a name change to their account.
- Do NOT use a student's SSD Online cover sheet when submitting this form as this will reopen the student's case.
- If the name change is significant (i.e. more than just a mistyped letter, you must submit a valid photograph with the student's name and at least one of the following forms of appropriate identification/documentation below.  
**Student is requesting to add an additional first/middle/last name or changing a nickname to their full name:**  
(Ex: John Doe --> John Lee Doe; Liz Smith --> Elizabeth Smith)
  - School Identification Card
  - Birth Certificate
  - Social Security Card
  - Driver's License
  - Passport**Student is requesting to completely change their first and/or last name:**  
(Ex: John Doe --> John Baker; Elizabeth Smith--> Jane Doe )
  - Court Order of Legal Name Change
  - Adoption Decree
  - Marriage Certificate
- Complete, sign and fax this form along with the required identification documentation to the College Board's Services for Students with Disabilities Program to **866-360-0114**.
- Please allow 2 to 3 business days for name change requests to be processed.

### STUDENT INFORMATION (incomplete forms may delay your request)

School Code: \_\_\_\_\_ School Name: \_\_\_\_\_

SSD Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male Female

Previous Name: \_\_\_\_\_  
Last First MI

New Name: \_\_\_\_\_  
Last First MI

By providing my signature below, I authorize the College Board to update the student's name on their account. I also attest that all the information provided on this form is true and accurate.

SSD Coordinator Name (required): \_\_\_\_\_

SSD Coordinator Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

For additional information on name changes, please visit (<http://professionals.collegeboard.com/testing/ssd/forms>)