



Legal Name Change Request

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

Name changes can be processed via email:

Students
regoffice@uleth.ca

Employees
human.resources@uleth.ca

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)
- Senior Administrator at post-secondary institution
- Teacher or School Principal
- Professional Accountant or Engineer
- Mayor
- Postmaster
- University Instructor
- Medical Professional

One of the following original documents must be presented: a name change will be recorded on your University record when such documentation is provided.

- Legal change of Name Certificate
- Birth Certificate (when changing back to birth name)
- Canadian Driver’s License
- Passport
- Divorce Decree
- Marriage Certificate

University of Lethbridge ID number:**Date of Birth:****Current Name on Record:**

Surname

First Name and Middle Name(s)

Change Name to:

Legal Surname

Legal First Name and Middle Name(s)

Signatures:

Former signature

New Signature

Date:**For Office Use Only:**

Processed by

Date Processed

Documentation Provided