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CENTRAL TEXAS COLLEGE

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Name Change/Social Security Number Change

Please complete and submit name change documents and affidavits to the CTC Records Office. Once you complete the forms, please fax or email the Official Declaration Affidavit, a photo ID, and the legal documents approving your name change to the Records Department at Fax: 254-526-1961 or email: central.registration@ctcd.edu .

To change a legal name to a new legal name, you need to submit a copy of the signed court order showing the authorized new legal name. If you are changing a last name due to marriage, present a copy of the marriage certificate. A female who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. To change a legal social security number to a new legal social security number, you will need to submit a copy of your Social Security Card with a photo ID. **The affidavit below, a photo ID, and legal documents approving your name change must be provided before the name change will be processed.**

OFFICIAL DECLARATION

Affidavit

County of: _____ State of: _____

The undersigned deposes and says: Prior to this date, he/she was/is enrolled at Central Texas College under the name/SSN

_____.

That on or about _____ his/her name or social security number was changed to _____ by

☐ Marriage ☐ Divorce ☐ Court Order ☐ Other

and that this is the name/SSN he/she is now and will be hereafter known.

This change is not made with intent to defraud or to hide true identity and is not for fraudulent or illegal purpose.

Signature

SSN

Date

2/01/2011

Reset Form