



Name or Social Security Number Change

Please complete and submit name change document(s) and affidavit to the Central Texas College Records & Registration Department. Once you complete the form, please fax or email the Official Declaration Affidavit, a copy of your photo ID, and the legal document(s) approving your name or social security number change to the Records & Registration Department at fax number 254-526-1961 or email to 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 student who wishes to discontinue the use of a married name and resume the use of a 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

Court Order

Divorce

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: _____ **Date:** _____

SSN: _____

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.