

INSTRUCTIONS:

1. This form is requesting changes to personal information on LDS Business College (LDSBC) Official Records.
2. All requests require this form along with any clean and visible copy of the required documentation in person, via fax, or by mail. No emails are accepted.
3. All changes require government issued photo identification that contains the person's correct name. Additional government issued documents may also be required as noted in the change request sections below.

PERSONAL INFORMATION:

MyBC Student ID Number: _____ Last Name: _____ First Name: _____ Middle Name or Initial: _____

CHANGE REQUEST: (PLEASE PRINT CLEARLY)

Please check the box(es) you are requesting to change and complete all required fields:

Date of Birth Change

Incorrect Date of Birth MM/DD/YYYY

Correct Date of Birth MM/DD/YYYY

Required Documentation:

Government Issued Photo ID **AND**

Birth Certificate or Passport or Permanent Visa

Name Change (as shown on the Social Security card)

Last Name: _____

First Name: _____

Middle Name or Initial: _____

Required Documentation:

Government Issued Photo ID **AND**

Marriage License/Certificate or Passport or Permanent Visa or Social Security Card or Birth Certificate or Court Order or Divorce Decree or Driver's License

Social Security Number (SSN) Change or

Individual Tax Payer I.D Number (ITIN) Change

Previous or Incorrect Number

New or Correct Number

Required Documentation:

Government Issued Photo ID **AND**

SSN: Social Security Card

ITIN: ITIN Authorization Letter

AGREEMENT AND SIGNATURE:

I certify the information provided on this form and with any attached document and/or information is true and accurate. I understand providing false information can lead to dismissal from the College and/or have other consequences. I certify that I am responsible for any changes made to my personal information record. I understand the IRS penalties associated with any incorrect name and/or Social Security Number.

Student Signature

Date

FOR REGISTRAR'S OFFICE USE ONLY

Completed by: _____ Date: _____ Photo Identification: _____ Documentation: _____ Verified: _____ Entered: _____ Last Update: December 2018