



School of Law
Office of the Registrar

University of San Francisco School of Law

CHANGE OF PERSONAL DATA FORM

To change your personal data please submit:

1. A current government-issued photo ID (in person), or if unavailable in person, a notarized* color copy of a government-issued photo ID **and**
2. An official, original (or notarized* form) of one of the following documents which should show your former name and your new name):
 - Birth Certificate
 - Marriage License issued by a county or city clerk
 - Divorce Decree from a court of law
 - Court ordered name change
 - Social Security Card

These two documents together, must show proof of the name change.

*Please note that the notary must document that they inspected an original document, made a copy of it, and notarized it (for both the government ID and the proof of name change). Without that notation, we will not be able to process the request.

Please submit these forms to the Law Registrar’s Office (in person) or via mail to:

Office of the Law Registrar
University of San Francisco School of Law
2199 Fulton Street
Kendrick Hall, 220
San Francisco, CA 94117

PART I: COMPLETE THE FORMER IDENTIFICATION INFORMATION (As it last appeared on University Records)

Current (in our records) Last Name	Current (in our records) First Name	Middle Initial								
Current SSN (required)	Birthdate (M/D/Y):									
Student ID#: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	

PART II: COMPLETE THE INFORMATION AS IT SHOULD APPEAR ON UNIVERSITY RECORDS

- Please complete **ONLY** the information you want changed.

New Last Name	New First Name	New M. Initial
New SSN #	New Birthdate (M/D/YR)	New Gender: <input type="checkbox"/> Female
		<input type="checkbox"/> Male
		<input type="checkbox"/> Non-binary

Authentic (hand-signed, non-electronic) Signature: _____ **Date:** _____

Law Registrar Staff:
Received: _____ Initial when completed: _____ Date Entered: _____

Official document type: _____ Copy made: _____