

NAME CHANGE REQUEST FORM

If you would like to change your first, middle or last name in Allegheny College's database, **please complete this form and mail, fax or email it and a copy of one of the following official documents:** Court order • Divorce papers • Driver's license • Marriage certificate • Passport • Social Security card

We will make the requested name change as soon as we receive this documentation.

To respond by U.S. mail, please send this completed form and the official document to:

Saundra Snow
Senior Data Specialist
Development Office
Allegheny College
520 North Main Street
Meadville, PA 16335

To respond by fax, please send this completed form and the official document to:

(814) 332-2733, attention: Saundra Snow

To respond by email, please attach a scan of this completed form and the official document and send it to: saundra.snow@allegheny.edu

Thank you for your help as we work to maintain College records with the highest concern for data security and accuracy. **If you have any questions, please contact Phil Foxman at (814) 332-5384 or at phil.foxman@allegheny.edu.**

Please tell us how your name currently appears on GatorLocator.org or Allegheny mailings.
(Please print)

Please tell us how you would like your name to be recorded.

First Name: _____

Nickname (if you prefer one): _____

Middle Name (if applicable): _____

Last Name: _____

Maiden Last Name (if applicable): _____

Your Allegheny Class Year: _____

Spouse/Partner's Name (and Allegheny Class Year, if applicable):

Your Email Address: _____

Reason for Name Change: _____