

Please fill out this form to update your information at The College of Idaho. Due to the information involved, this document needs to be returned in person to one of the following offices for verification purposes:

For Students: Yote Stop, 2112 Cleveland Blvd. Box #67, Caldwell, ID 83605 • 208.459.5400

For Employees: Human Resources, 2112 Cleveland Blvd. Box #54, Caldwell, ID 83605 • 208.459.5685

IMPORTANT: To Open and Fill out This Form Correctly, You Must Open and Save This Document in Adobe Reader

Current Name: _____ **ID#:** _____ **Date:** _____
Last First M.I.

Address Change

Previous: _____ **New:** _____
Street Address Apt # Street Address Apt #
City State Zip City State Zip

This Change Affects: Myself Mother Father Both Parents Spouse/Partner

The New Address is my: Preferred Mailing address Preferred Home Address

To complete a legal name change, you must provide a copy of your driver's license, social security card, marriage license, or Legal Name Change form. Your name will not change without the required documentation. Preferred name changes will cause changes to your Network Login, Email, and Self-Service accounts as well as how your name is displayed via Self-Service.

Name Change

Prefix: Mr. Ms. Mrs. Mx. Dr. Other: _____

Legal Name: _____
Last First M.I.

Preferred Name: _____
Last First M.I.

Phone Number Change

Former Phone Number#1(Cell): _____ New Phone Number #1(Cell): _____

Former Phone Number#2(Home): _____ New Phone Number #2 (Home): _____

This Change Effects: Myself Mother Father Both Parents Spouse/Partner

Email Change

Former Email: _____

New Email: _____

Type: Personal Work

Signature

Date