



LEGAL NAME CHANGE FORM

This form is to be completed by the employee to notify McMaster University of a legal name change and submitted along with a copy of approved documentation. For additional information please contact your HR Advisor.

If your legal name change is a result of a marital or family status change, please review the Life Change Package for any further updates.

The change will take effect the date the form is received by the Human Resources office.

PART A

NAME CHANGE INFORMATION

Previous Name:		
Legal First Name:	Legal Last Name:	Middle Name:
New Name:		
Legal First Name:	Legal Last Name:	Middle Name:
Employee ID	Department	McMaster Email:

PART B

DOCUMENTATION OF NAME CHANGE

This form must be submitted with one of the following approved types of documentation:

- Certificate of Marriage, Marriage Statement
- Legal Change of Name certificate or Court Order Document
- Passport*
- Permanent Resident Card
- Driver's License (Enhanced or Other)*
- Government issued ID*

*Documentation must be valid. Expired documentation will not be accepted.

Employee Signature

Date

PART E

HUMAN RESOURCES VERIFICATION

Human Resources Signature

Date

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The information gathered on this form is collected under the authority of *The McMaster University Act, 1976*. The information is used only academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). **If you have any questions about the collection and use of this information please contact your Human Resources Services Office** or the Privacy Office (University Secretariat), Gilmour Hall, Room 210, McMaster University.

Date Stamp
