

www.DaytonaState.edu

Change of Name, Address, Telephone or Social Security Number

Records Office • Fax: (386) 506-4489 • Phone: (386) 506-3876

• Records@DaytonaState.edu

OLD INFORMATION

| Last Name | First Name | | Middle Initial |
|--|---------------------|--|---|
| | | | |
| | | | |
| Student ID / Social Security Number | | Telephone Number | |
| | | | |
| | | | |
| Street Address | City | State | Zip Code |
| | | | |
| | | | |
| NEW INFORMATION | | | |
| Last Name | First Name | | Middle Initial |
| | | | |
| | | | |
| Student ID / Social Security Number | | Telephone Number | |
| | | | |
| Street Address | City | State | Zip Code |
| offeet Address | Oity | State | Zip dode |
| | | | |
| | | | |
| Signature | | | Date |
| | | | |
| | | | |
| If the student is changing their name or social security number, two documents are required for the change. | | | |
| Name Change: The student must provide both the legal document that initiated the change (marriage license, divorce certificate, or legal change of name) and | | | |
| identification card/driver's license. Name changes will be proces | ssed Monday - Thurs | day. This change request will require a new DS | SC email and login to student |
| portal. Once submitted, please allow 3 business days to update once the change has been made. | records. Please pro | vide a personal email and phone number for a (personal email) | notification to be sent to you (phone number) |
| Social Security Number Change: The student must provide both photo identification and social security card. | | | |
| | | OFFICE USE ONLY | |
| *Required documents <u>MUST NOT</u> be screenshotted. Send as | PDF attachments. | | |
| | | Campus | |
| | | Date | |
| | | Input by Da | |
| | | Input byDa | |

Advanced Technology College 1770 Technology Blvd. Daytona Beach, FL 32117

(386) 506-4100

Daytona Beach Campus Daytona Beach, FL 32114 (386) 506-3000

DeLand Campus DeLand, FL 32724 (386) 785-2000

Deltona Campus Deltona, FL 32725 (386) 789-7302

Flagler/Palm Coast Campus 1200 W. Int'l Speedway Blvd. 1155 County Road 4139 2351 Providence Blvd. 3000 Palm Coast Parkway S.E. Palm Coast, FL 32137 (386) 246-4800

New Smyrna Beach-Edgewater Campus 940 10th St. New Smyrna Beach, FL 32137

(386) 423-6300