



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

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 processed Monday - Thursday. This change request will require a new DSC email and login to student portal. Once submitted, please allow 3 business days to update records. Please provide a personal email and phone number for a notification to be sent to you once the change has been made. _____ (personal email) _____ (phone number)

Social Security Number Change: The student must provide both photo identification and social security card.

*Required documents **MUST NOT** be screenshotted. Send as PDF attachments.

OFFICE USE ONLY

Campus _____
Date _____
Input by _____ Date _____