|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| waketech-logo-secondary-k | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Permanent Record Changes Form** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9101 Fayetteville Road  Raleigh, NC27603-5696 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I am a  Student  Vendor  Employee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * If a student, submit form to Enrollment and Records Services. * If a vendor, submit form to Business Services. * If an employee, submit form to Personnel Records. * Changes will be processed within 2-3 business days. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| My record information is currently listed as: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | |
| Last Name | | | | | | | | | | | | | | |  | | | First Name | | | | | | | | | | | | | | | | | |  | | | | | Middle Name | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | |  | | | | | **XXX-XX-** | | | | | | |  | | | |  | |
| Colleague ID | | | | | | | | | | | | | | |  | | | Date of Birth | | | | | | | | | | | | | | | | | |  | | | | | Social Security Number | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please make the following changes to my permanent record information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | |  | |  | | | | | | | | |  |
| Change my name to: | | | | | |  | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | |  | |  | | | | | | | | |  |
|  | | | | | | Last Name | | | | | | | | | | | | | | | | | | |  | | First Name | | | | | | | | | | | | | | |  | | Middle Name | | | | | | | | |  |
| Reason:  Marriage  Court Action  Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Copy of the legal document authorizing the name change must be attached to process change.*  *Name changes do not affect your user ID for my.waketech.edu.*  *To request a change of your user ID, please contact ITS at 919-866-7000.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change my address to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | City, State, Zip | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change my social security number to: | | | | | | | | | | | | | |  | | | | | | |  | | |  | | | | | |  |  | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | | - | | | |  | | | | | | - |  | | | | | | |  | | | | | | | | | | | | | | | |
| *Copy of social security card must be attached to process change.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change my email address to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | @ | | | |  | | | | | | | | | | | | | | | | | |  | | |
|  | |  | |  | | | |  | |  | |  | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | |  | | | | | |  |  | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change my home phone to: Change my business phone to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | ( | |  | | | ) | |  | | - |  | | | | | |  | | | | | | | | | | | | | | | ( |  | | ) | |  | | | | | | - |  | | | |  | | | |
|  | |  | |  | | | |  | |  | |  | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | |  | | | | | |  |  | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Change my birth date to:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | M |  | M |  | D |  | D |  | Y |  | Y |  | Y |  | Y |   *Proof of birth date must be provided.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorization  I hereby authorize Wake Technical Community College to change my permanent record information as indicated above. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Signature | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | Date | | | | | | | | | | | | | | | | |  | | | | |
| For Office Use Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Updated in Colleague | | | | | | |  | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | Date | | | | | | | | | |  | | | | | | Staff Initials | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |