

Permanent Record Changes Form

9101 Fayetteville Road
Raleigh, NC 27603-5696

I am a ☐ Student ☐ Vendor ☐ Employee

- If a student, submit form to Registration 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

ID # Date of Birth XXX-XX-
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