



REQUEST TO CHANGE PERSONAL DATA



Please fill out this form completely and return it with required documentation via mail, fax, or in person to the Admissions and Records Office at GBC or your local center. Documents not submitted in person must be accompanied by a copy of your government issued photo ID. Students of NSHE institutions are issued one student identification number to be used at all NSHE institutions. Limited personal information is shared by NSHE institutions in accordance with NSHE policies governing the security and privacy of student information. Updating personal identification data at one NSHE institution will result in it being changed at all NSHE institutions.

Name _____ DOB _____ NSHE-ID _____

Signature _____ Date _____

Change Name

To change your name we will need official documentation showing your correct name. This can include your Nevada's driver's license, marriage certificate, divorce decree, or other court documentation.

Former Name _____

New Name _____

This change of name is due to:

- Incorrect Spelling
- Legal Change of Name

Documentation Submitted:

- Nevada Driver's License/ID # _____
- Marriage Certificate
- Divorce Decree
- Birth Certificate
(for corrections to name only)
- Military ID # _____
- Passport # _____
- Country _____
- Court Order

Change of Social Security Number

To change your social security number we will need your social security card accompanied by a government-issued photo ID.

Social Security # _____

Change of Birthdate

To change your birthdate we will need official documentation showing your correct birthdate. This can include state or federal government issued photo ID (i.e. military ID), birth certificate, passport.

Birthdate _____

Documentation Submitted

- Military ID # _____
- Passport # _____ Country _____
- Driver's License/State issued ID: State _____ # _____
- Other, Specify _____
- Birth Certificate _____

Change of Gender

To change your gender we will need official documentation including a valid driver's license or government issued ID.

Gender _____

Documentation Submitted

- Driver's License/State issued ID: State _____ # _____
- Federal government issued ID: _____

FOR OFFICE USE ONLY

Reviewer _____ Institution _____ Date Processed _____

Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, or national origin. For inquiries, 775.753.2181.