

**Registrar's Office**

 Holy Family Hall, Room 216 9801  
 Frankford Avenue  
 Philadelphia, PA 19114  
 267-341-3212 (phone)

# Notification of Change of Name, Address or Social Security Number

**You may submit your completed form:**

- 1- In person to the Registrar's Office.
- 2- Via U.S. Mail if the appropriate documents are notarized/certified.
- 3- Via email (for current students only) from their Holy Family e-mail account to [registrar@holyfamily.edu](mailto:registrar@holyfamily.edu) with scanned copies of the necessary documents.

**Documentation required for the following changes:**

**Name changes** – Please provide either a passport or a photo identification (such as a driver's license, state ID, or HFU ID card) along with one of the following documents: birth certificate, marriage license, divorce decree, court order, or Social Security card.

**SSN changes:** an original Social Security Card.

**Please print the following information. Leave Name or SSN fields blank if there is no change.**

		Undergraduate [ <input type="checkbox"/> ]	Graduate [ <input type="checkbox"/> ]
HFU ID # <i>former students</i> <i>leave blank</i>	Class Year		
Former Last Name	New Last Name		
Former First Name	New First Name		
Former Middle Name	New Middle Name		
Former SSN	New SSN		
Please change my address to:			

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Printed Name	E-Mail Address
Signature	Date

For Registrar's Use Only

Social Security Card   
  Valid Driver's License   
  Valid Passport   
  Birth Certificate  
 Marriage License   
  Divorce Decree   
  Court Order

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution: Financial Aid, Alumni, Business Office, Academic Advising Office or Graduate Office, IT Department (for name change only)**