



Notification Form for Change of Name, Address or Social Security Number

Rev.1/18/2016

Registrar's Office

Holy Family Hall, Room 205
9801 Frankford Avenue
Philadelphia, PA 19114
Tel: 267-341-3212

We accept this form three ways:

- 1- You can bring this form with appropriate documentation as listed below, in person to the Registrar's Office.
- 2- We will also accept via U.S. Mail if the appropriate documents are notarized/certified.
- 3- Also, via e-mail from your Holy Family e-mail account to registrar@holyfamily.edu with scanned copies of the necessary documents.

Name changes – requires two (2) forms of documentation that match: One ID **must** be from this group: valid passport, birth certificate, marriage license, divorce decree or court order. Additional acceptable forms of identification include Social Security card, valid driver's license.

SSN changes: appropriate documentation is an original Social Security Card.

No change will be made without proper and valid documentation.

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

_____	_____	Undergraduate []	Graduate []
HFU ID #	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: _____

Please adjust my record to reflect the change in name or Social Security Number indicated above.

I present supporting documentation.

_____	_____
Printed Name	E-Mail Address
_____	_____
Signature	Date

For Registrar's Use Only	
Please check:	
[] Social Security Card	[] Valid Driver's License [] Valid Passport [] Birth Certificate
[] Marriage License	[] Divorce Decree [] Court Order
Updated in Datatel by: _____	Date: _____