



# 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](mailto: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: _____	

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

