



STUDENT INFORMATION UPDATE FORM FOR LEGAL NAME AND/OR LEGAL SEX

Information and instructions appear on the reverse (or second page) of this form.

This form **must** be accompanied by legal documentation – see second page and/or the Registrars' websites for additional information and list of acceptable documentation.

Legal name that LC currently has on file (Please print or type)

first, middle, last (surname/family name) _____

LC ID# _____ Date of Birth _____ Email _____

Street _____

City _____ State _____ Zip _____

Country _____ Cell phone: _____

Years of attendance:

1st term/year at LC (Ex: Fall 2018) _____ Most recent term/year at LC: _____

Mark all that apply:

UPDATE LEGAL NAME

☐

I, the undersigned, hereby request that Lewis & Clark College update its records so that the name below appears as my legal name.

Legal Name (Please print or type)

First Name _____

Middle Name _____

Last Name (surname/family name) _____

UPDATE LEGAL SEX

☐

I, the undersigned, hereby request that Lewis & Clark College update its records so that the sex below appears on my record.

☐ M ☐ F ☐ X*

Student signature: _____ **Date:** _____

Documentation should be submitted to the Registrar's Office of the school in which you are currently enrolled or most recently attended.

If you are unable to present the original documents in person** you must submit the **Student Information Change Form** and either **notarized** copies of accompanying documents, or certified copies issued by the governmental agency in place of notarized copies – see 2nd page of this form or website for list of acceptable documents. (If you reside in California see additional information on the website regarding notarization.)

ADDITIONAL INFORMATION IS AVAILABLE ON THE WEBSITES OF THE SCHOOL REGISTRARS

Legal Name Update

A student's name of record includes first name, middle initial or full middle name, and the last (surname/family) name. The college will update official records to reflect the legal name of a currently enrolled student or alumnus upon receipt of a request in writing accompanied by evidence of the legal basis for the change. A record of the previously recorded name will be maintained, but all official documents will be released under the updated legal name.

To update the legal name record, submit the Student Information Update Form and required documentation to the appropriate Registrar's Office (see complete information on the website).

Required documentation includes two forms of government issued identification bearing the updated name, at least one of which contains a photograph. Acceptable documents include:

- Court issued document
- Social Security Card (*required for all current students*)
- State driver's license or ID card
- Passport
- Marriage license
- Divorce decree
- Birth certificate

Legal Sex Update

The college will update official records to reflect the legal sex of a currently enrolled student or alumnus upon receipt of a request in writing accompanied by evidence of the legal basis for the change. A record of the previously recorded sex will be maintained, but all official documents will be released under the updated legal sex.

To update the legal sex record, submit the Student Information Update Form and required documentation to the appropriate Registrar's Office (see complete information on the website).

Required documentation includes two forms of government issued identification bearing the updated legal sex, at least one of which contains a photograph. Acceptable documents include:

- Driver's license or state ID card
- Passport
- Court order documenting the updated legal sex
- Amended birth certificate documenting the updated legal sex

Submitting your Request and Documentation

If you are unable to present the original documents in person, you must submit the Student Information Change Form and either notarized copies of accompanying documents, or certified copies issued by the governmental agency in place of notarized copies. If you reside in California see additional information below regarding notarization. Copies of Social Security Cards will not be retained and will be destroyed after the name update has been recorded.

Submit your documentation to the Registrar's Office of the school in which you are currently enrolled, or which you most recently attended. Please note that if you are a faculty or staff employee, you will also need to log into [Workday](#) and make these changes to ensure that your employee records and student records match.

CAS Registrar's Office, MSC 108
Lewis & Clark College
615 S Palatine Hill Rd
Portland OR 97219
Phone 503.768.7335
E-mail reg@lclark.edu

Graduate Registrar, MSC 90
Lewis & Clark College
615 S Palatine Hill Road
Portland OR 97219
Phone 503-768-6030
E-mail gradreg@lclark.edu

Law Registrar's Office, MSC 51
Lewis & Clark Law School
10015 S.W. Terwilliger Boulevard
Portland OR 97219
Phone 503-768-6614
E-mail lawreg@lclark.edu

California State Notarization

The State of California will not allow the notarization of driver's licenses or passports. However, you may instead ask the notary to complete a "Copy Certification by Document Custodian". You can find a link to a certification example at: <http://www.blueseannotary.com/ca-copy-certification-by.pdf>.

* For more information about names, both legal and chosen, please see the [Chosen Name FAQ](#) on the website of the [Office of Equity and Inclusion](#).

** Your Registrar's Office may be able to use a zoom meeting in place of a physical meeting in some cases. Contact your Registrar's Office for more information.