

**\*\*\*If you are or have ever been employed by Black Hawk College, you must FIRST submit this information to Human Resources.\*\*\***

In order to request a Change of Name, students need to:

1. Complete and sign this form.
  2. Provide a clear copy of one of the following acceptable pieces of documentation reflecting the new name:
    - Valid driver's license
    - Government issued passport
    - Alien registration card
    - Marriage certificate
    - Divorce decree
    - Naturalization papers
    - Court approval of name change
  3. Submit the completed and signed form, with required documentation, to the Enrollment Services office.
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**Please Print Clearly.**

**Student name as it *currently* appears in Black Hawk College systems:**

BHC ID#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

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**New student name to appear on student record:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Signature line may be left blank and e-signature will be accepted when the completed form is sent from the student's myBlackHawk e-mail account, with appropriate attachments.

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**Return the completed form to one of the following:**

**In Person:** Enrollment Services Office- QC: Building 1, Rm Q277 or EC: Building A, Rm 100

**USPS Mail:** Quad Cities Campus: Black Hawk College, Enrollment Services, 6600 34<sup>th</sup> Ave, Moline, IL 61265  
East Campus: Black Hawk College, Enrollment Services, 26230 Black Hawk Rd, Galva, IL 61434

**E-mail:** [registrar@bhc.edu](mailto:registrar@bhc.edu)

**Fax:** 309-796-5209

Office Use Only:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_