



# PERSONAL DATA CHANGE FORM

Submit to RECORDS OFFICE

SITE:  Ft. Steilacoom  
 Ft. Lewis  
 Other \_\_\_\_\_

Puyallup  
 McChord

## COMPLETELY FILL IN THIS PORTION OF THE CHANGE FORM

STUDENT I.D. NO. ____/____/____	LAST NAME	FIRST NAME	INITIAL
BIRTHDATE (M/D/YR)		DAY PHONE # (    )	
<input type="checkbox"/> Currently Enrolled		<input type="checkbox"/> Formerly attended Pierce College: _____ Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	
<input type="checkbox"/> New applicant and plan to attend Pierce College: _____ Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring			

## FILL IN ONLY THE BLOCKS THAT NEED CORRECTING PLEASE NOTIFY YOUR CURRENT INSTRUCTORS IF YOUR NAME HAS CHANGED

NEW LAST NAME	NEW FIRST NAME	NEW INITIAL	NEW PHONE NO. & AREA CODE	
			Day (    )	Evening (    )
NEW ADDRESS	STREET NUMBER	CITY	STATE	ZIP
STUDENT I.D. or SOCIAL SECURITY NUMBER			MISCELLANEOUS CHANGES: E-MAIL, CITIZENSHIP, ETC.	
Incorrect: ____/____/____ Correct: ____/____/____				

NEW ADVISOR -Name	CODE	<b>OFFICE VERIFICATION:</b> Rec'd by _____ Date _____ <b>STUDENT SEARCH</b> (Initial & Date) _____ <b>Initial &amp; date if action taken:</b> Records _____ <b>SHADED AREAS FOR OFFICE USE ONLY</b>
NEW PROGRAM - Major (indicate degree/certificate title)	CODE	
STUDENT'S SIGNATURE (Required) _____		
DATE _____		

## **PERSONAL DATA CHANGE FORM**

### **What personal data needs to be changed?**

You should always keep your student information current. This includes your name, address, telephone number and email address.

### **How do I change my personal data?**

You must submit your request in writing. You can download this form or you may pick one up in person at the Registration Office at any site.

On the upper portion of the form, you will need to provide the following information:

Your Student Identification Number (or social security number); current last and first names, date of birth, and current enrollment status. You should also include your daytime telephone number so we can contact you if we have any questions.

On the lower portion of the form, **ONLY** fill in the items that need to be corrected. If you are changing your name or social security number, you will be required to submit supporting documents. For a social security number change or update, you will need to submit valid documentation from Social Security Administration. For a name change, authorized documentation includes: your social security card AND valid state driver's license or ID Card; certified court order; marriage certificate or dissolution/divorce decree.

**YOUR SIGNATURE IS REQUIRED.**

### **Where do I send my request?**

You can bring your form to the Registration/Records Office at any site or can send it via mail or fax to: Pierce College, Attn: Records Office, 9401 Farwest Drive SW, Lakewood, WA 98498.

Fax: (253) 964-6427

Questions, call 253-964-6727, Records Office.