

FSCJ STUDENT ID # _____ **NAME** _____

ARE YOU AN FSCJ EMPLOYEE YES NO

- LEGAL NAME CHANGE:** Photo ID and documentation **must** be provided for a legal name change. Acceptable documentation includes: divorce papers showing legal name, driver's license, court order, Social Security card, state ID or passport.

NEW LEGAL NAME _____
LAST FIRST MIDDLE

- PREFERRED FIRST NAME CHANGE:** No documentation is required.

PREFERRED FIRST NAME _____

- SOCIAL SECURITY NUMBER CORRECTION:** Photo ID and a valid Social Security card with your new number **must** be provided.

OLD SOCIAL SECURITY NUMBER _____ - _____ - _____

NEW SOCIAL SECURITY NUMBER _____ - _____ - _____

- DATE OF BIRTH CORRECTION:** Documentation and photo ID **must** be provided. _____ / _____ / _____
MM DD YYYY

- GENDER CORRECTION/UPDATE:** Photo ID and documentation **must** be provided (e.g. driver's license, state ID, court order, etc.)

FEMALE **MALE** **UNDISCLOSED**

- ADDRESS CHANGE:** To update your address, log in to myFSCJ, click the "Profile" tile and select "Addresses."

- TELEPHONE NUMBER CHANGE:** To update your telephone number(s), log in to myFSCJ, click the "Profile" tile and select "Contact Details."

- NEW PERSONAL EMAIL:** To update your email, log in to myFSCJ, click the "Profile" tile and select "Contact Details."
NOTE: FSCJ will always communicate with you through your official FSCJ email address.

STUDENT'S SIGNATURE _____ **DATE** _____

Received by _____ Date _____ Processed by _____ Date _____

In compliance with Florida State Statute 119.071(5), students should be aware that Florida State College at Jacksonville collects and uses SSNs if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required to fulfill the College's duties and responsibilities.