

**PRIMARY (LEGAL) NAME / GENDER DESIGNATION UPDATE FORM**

Submit this form with legal documentation to update your legal (primary) name or gender designation in HSU academic records. Acceptable legal documentation includes: valid driver's license, other government-issued photo ID, court document, marriage certificate, or social security card.

If you would like to use a preferred name or pronoun at HSU, please see ITS [Preferred Names & Pronouns](#) for information.

Current or previous employees of Humboldt State University (student assistant, staff, faculty, other) must contact the Human Resources department.

**Contact Information**

Phone: \_\_\_\_\_ HSU Email: \_\_\_\_\_ HSU ID: \_\_\_\_\_

**Name Update**

Current legal name on record at HSU: Last

First

Middle

Update name to: Last

First

Middle

**Gender Update**

Current gender designation on record at HSU. \_\_\_\_\_

Update gender designation to: \_\_\_\_\_

**Documentation**

driver's license

court document

Social Security card

other government-issued photo ID

marriage certificate

Attachment: \_\_\_\_\_

I hereby certify that all information reported on this form is true, complete, and accurate. I have attached the required legal documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

For Office Use

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

Date: \_\_\_\_\_