



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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NUMBERED MEMO CC22-051

TO: Community College Presidents

FROM: Data Governance Committee

SUBJECT: Standard Operating Procedure for Person Name Changes

DATE: November 3, 2022

This memo outlines the process to be used by college staff when a person requests a change to their legal name. This Standard Operating Procedure applies to both student, employee, and vendor records.

Section 1: Student and Employee

1. A person must complete the official form to request a legal name change (i.e., NAMECHG.PDF).
2. A person must submit documentation to support the change of legal name. Refer to the appendix for the complete list of acceptable documentation. Acceptable documentation includes:
 - a. Original documents or copies certified by the agency that issued them. All documents must be current (not expired). Examples of these documents include:
 - i. Court order approving the name change
 - ii. Signed Social Security (SS) Card and Driver's license or state-issued Identification card
 - iii. Other official state/federal document which indicates legal name i.e., ID card, employment authorization document (EAD), etc.
3. The legal name must be included on official transcripts, 1098-T, 1099 MISC, 1099 NEC and W2 forms.
4. A prefix is not required in the legal name.
5. A suffix is required in the legal name, if applicable.
6. A middle name or initial is required in the legal name, if applicable.
7. The request to change the legal name will only be updated in the College Information System (CIS). The request to update other records i.e., learning management systems, email, username, other benefit vendors/portals, retirement system, etc., will be based on local policy and workflow.

8. If the “name change” is needed to correct a human error/typographical error, documentation is not required. The update can be made, and appropriate notifications sent.
9. Each college shall designate/document the staff or position(s) who can change a legal name in the CIS.
10. Any person who exists in the System (current student/employee, former students/employees, retirees etc.) can request an update to their information.
11. Former students who return and have a different name than when they last attended must meet the guidelines in this Standard Operating Procedure before their legal name will be updated in the CIS.
12. A college may update the NAMECHG.PDF document to include requests to change additional information i.e., address, however, none of the original content on the form may be adjusted. If the document is updated, the name of the new document should be appended with the college name or abbreviation i.e., NAMECHG_DDCC.PDF
13. Colleges may implement local workflows to support documenting/using a chosen name selected by a student. However, the local workflow must not supersede anything in the Standard Operating Procedure relating to the change of a legal name.
14. Communication shall be sent to the person who requested the name change to notify when the change has been made and/or if additional information is needed.

Section 2: Vendors

This section outlines the process to be used by college staff when a vendor requests a change to their legal name.

1. If the vendor is in the student/employee record file, the legal name change procedure should follow Section 1 instructions.
2. If the vendor is registered within E-Procurement, the vendor will need to update their legal name and provide any additional information (i.e., address change, EFIN) within the E-Procurement system. The college should request an updated W-9 to have on file for IRS (Internal Revenue Service) regulation requirements. <https://www.irs.gov/pub/irs-pdf/fw9.pdf> The college is responsible for retaining the W-9 for the vendor.
3. If the vendor is not registered within E-Procurement, the vendor will need to update their legal name and provide any additional information (i.e., address change, EFIN) by providing an updated W-9 per IRS regulation requirement. <https://www.irs.gov/pub/irs-pdf/fw9.pdf> The college is responsible for retaining the W-9 for the vendor.

Appendix

List of Acceptable Documents to change a legal name. All documents must be UNEXPIRED.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 		<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<ol style="list-style-type: none"> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 		<ol style="list-style-type: none"> ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 		<ol style="list-style-type: none"> Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
<ol style="list-style-type: none"> Employment Authorization Document that contains a photograph (Form I-766) 		<ol style="list-style-type: none"> School ID card with a photograph 		<ol style="list-style-type: none"> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
<ol style="list-style-type: none"> For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 		<ol style="list-style-type: none"> Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p>		<ol style="list-style-type: none"> Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179)
<ol style="list-style-type: none"> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<ol style="list-style-type: none"> Employment authorization document issued by the Department of Homeland Security