

REQUEST FOR CHANGE OF DATE OF BIRTH ON UNIVERSITY RECORDS

Please complete this form for an official date of birth change on your academic records.

This form and supporting documentation must be submitted to the Office of the Registrar in person, by mail, by fax, or by Virtru Share before any name change can be made to your official university records. Do not email any sensitive documents. If submitting documentation by mail, please provide only photocopies; do not send originals. To send electronically, notify the [Office of the Registrar](#) that you'd like to share the documents securely through Virtru. The Office of the Registrar will then initiate Virtru encryption and you may share the documents. Supporting documentation to be submitted includes the completed form along with:

- **Current UCSC student ID card or other form of picture ID.**
- **Original, official documentation showing date of birth, such as a driver's license, birth certificate, passport or marriage certificate.**

** If you are not a Santa Cruz resident, you may send a 'Request for Change of Date of Birth on University Records' form, with a copy of your official photo ID (US passport or valid driver's license) and a copy of official documentation showing the correct birthdate such as a driver's license, birth certificate, passport or marriage certificate, to: UC Santa Cruz, Office of the Registrar, 1156 High Street, Santa Cruz, CA 95064. Please call (831) 459-4412 if you have any questions.

Correct Date of Birth:

____ / ____ / ____

Incorrect Date of Birth: *(as it currently appears on University records)*

____ / ____ / ____

Student ID Number: W

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College: _____

Last

First

Middle

Local Telephone Number: _____

Email Address: _____

Reason for change? _____

SIGNATURE _____

DATE _____

OFFICE USE ONLY

DOCUMENTATION VERIFIED BY: _____ MAJOR: _____ COLLEGE: _____

NOTIFIED STUDENT VIA: E-mail Mail INITIALS: _____ DATE: _____