



# Legal Name and/or Gender Change

Purpose: Used to update your legal name and/or gender in CheckMarq.

### Requestor Instructions:

- Complete Sections 1 & 2 of this form, using a computer.
  - a **handwritten form will not be accepted.**
  - an incomplete form or a form without supporting documentation will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 3; a digital signature is **not** acceptable.
- For a legal name change request, provide two forms of documentation of the name change:
  - a government issued photo I.D. **NOTE:** the DMV Driving Receipt is an acceptable form of a government issued photo I.D.
  - any one of the following: Social Security card, marriage license, court order or passport.
- For a legal gender change provide the court document indicating the gender change.
- Submit the completed form and supporting documents via one of the methods listed at the bottom of this form.

### Note:

- Employees: use MyJob to update preferred name and/or gender with Human Resources.
- Current students: use CheckMarq to update preferred name and/or gender.
- Alumni: use MU Connect to update contact information with Alumni Relations.

### Section 1: Requestor Information

Check all that apply

Legal Name Change       Legal Gender Change

Current legal name in CheckMarq or while attending Marquette

\_\_\_\_\_

Title      Last Name      First Name      Middle Name

Change my legal name to

\_\_\_\_\_

Title      Last Name      First Name      Middle Name

First term enrolled at Marquette

\_\_\_\_\_

Term      Year

Current legal gender in CheckMarq or while attending Marquette

Female       Male

Change my legal gender to

Female       Male       Intersex       Non-binary       Transgender       Unknown

Current Address

street, city, state, zip code

Record this address as my permanent address

MUID

(if known)

SSN

DOB

MM/DD/YYYY

Email

required for Marquette students and employees ONLY

\_\_\_\_\_@marquette.edu

### Section 2: Update Information

Check the box which applies

I am a current student of Marquette University.

I am a former student of Marquette University.

I am a parent with a PLUS Loan \_\_\_\_\_

Student Name      MUID

I am an employee of Marquette University. I have never enrolled in classes.

I am an employee of Marquette University, and I am/have enrolled in classes. I understand that my student record in CheckMarq will reflect only my legally changed name and/or gender as indicated above.

### Section 3: Signature

I understand that submission of this form will update my legal name and/or gender in CheckMarq and my academic record will reflect only my legal name and/or gender. I understand that if I am an alumni and want to change or update my contact information with Marquette I must do so online with MU Connect. I also understand that if I am an employee, I must update my name and/or gender with Human Relations online at [MyJob](#).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Hand Deliver: Marquette Central, Zilber Hall, 121, 1250 West Wisconsin Avenue, Milwaukee, WI 53233

Mail: Marquette University, Zilber Hall, 221, P.O. Box 1881, Milwaukee, WI 53201-1881

Email: otrdocs@marquette.edu