

# New Name, Who Dis?

Your guide to name changes at UofL and beyond.

## FAQ:

### Is changing my name complicated?

Changing your preferred name in UofL's directory can be done in ULink in a matter of minutes.

To change your legal name, (which is also your UofL Directory Name) there is a multi-step process outlined in Page 3 of this document — it isn't too complicated, but it is important you follow the steps carefully to make sure the process goes smoothly.

Updating your name with third parties *after* the change is finalized can be a little more overwhelming; please see the list we have included to keep track of the most important updates you will need to make after a legal name change.

### Can I really pick *any* name I want?

Yes... within reason! Kentucky has no legal restrictions on what a person's name can be, however a judge may choose to deny a request at their discretion - for example, a person most likely could not name themselves after their favorite emoji or an obscenity.

### If I only want to change my name in UofL's system, do I have to go through the courts?

If you only want to change your name as it appears in Blackboard, Ulink, Outlook, Teams, etc., you can use the Preferred Name feature in Ulink. A Name Change Order is not required. Your legal name will still remain on your official documents.

### What about the name on my official records?

You will need to change your name legally and submit the Name Change Authorization form to the Registrar's Office along with a copy of your Social Security Card bearing your new name.

### Can my legal guardian(s) stop me from changing my name if they disapprove?

If you are 18 or older, no. It is your decision to make. If you are still a minor, parental consent is necessary until you turn 18.

### Will my choice to change my legal name be made public?

Many states have laws that require legal name changes be announced in a public forum (e.g. a local newspaper) before they can be approved, but Kentucky does **NOT** require this. If you are an out-of-state student, check your home state's laws BEFORE going through with the change if your safety or privacy are cause for concern.

### A UofL faculty or staff member is refusing to use my preferred name. What should I do?

Please reach out to our Student Care Team via the Dean of Students Office: dos@louisville.edu // 502-852-5787, or the LGBT Center: lgbt@louisville.edu // 502-852-0696 for support. We strive to maintain a safe and inclusive campus for all of our students.

# Changing Your Preferred Name at UofL

## PeopleSoft

*Updates Blackboard, Grade/Class Rosters, Microsoft Outlook and Teams\**

Go to ULink > Click on the Profile tile > Select Personal Details in the left navigation column > Here you can add or change your preferred name.

## Campus Housing & Campus Mail

Complete a Housing Profile Name Change form:

<https://louisville.edu/housing/forms/requests/housing-profile-name-change/>

## Your Cardinal Card

Students can request a new ID card 24 business hours after submitting a new Preferred Name in ULink.

If you have not changed your preferred name in the ULink system, your card will not print with your preferred name. The first new card is free if you bring your old one in to be recycled; otherwise a new copy costs \$10.00.

Your legal name will still be listed for safety and security, but it will be inconspicuously located on the back of the card.

## University Directory

*Updates your name on official university records\**

If you wish to change your name in the University Directory, you must complete the **legal** name change process and submit a **Name Change Authorization** form to the Registrar's Office after you've acquired an up-to-date copy of your State ID and signed Social Security Card bearing your new name.

*\*We recently updated our systems to show students' preferred name on their contact card in Outlook and Teams. Your UofL email address (firstname.lastname@louisville.edu) will still reflect your Directory Name.*

# How to Change Your Legal Name

NOTE: These directions are specifically for **Kentucky residents** filing in **Jefferson County**. Fees and procedures may vary if your permanent residence is outside Kentucky, or you choose to file your paperwork elsewhere in the state.

1. Go to <https://kycourts.gov> and select "legal forms."
2. Search for form **AOC-295** "Petition for Name Change."
3. Complete this form, and print **two copies**.
  - a. **DO NOT SIGN EITHER COPY OF YOUR PETITION YET.**
4. Bring both copies to a **notary**. If you don't know a notary, you can find one at any UPS store who will help you for a small fee. You will sign your papers with the notary present and they will **notarize** the form for you with a special stamp or seal. Their seal tells the court that it was actually you who signed the form and not someone acting on your behalf.
5. Bring **both** signed and notarized copies of your Petition to a **Circuit Court Clerk's Office**.
  - a. You will need to write a check for the **\$8** processing fee, and a second check for a **\$43** filing fee. **Checks should be addressed to "Jefferson County Circuit Court."**
6. When your Petition is approved, you will receive an official copy of a **Name Change Order**. **DO NOT LOSE THIS DOCUMENT.**
  - a. You will have the opportunity to order a number of **attested** and **certified copies** of your Name Change Order for additional cost - \$5 per certified copy, \$0.50 for each attested copy.
  - b. **It is recommended to order at least 3-4 certified copies and 2-3 attested copies to have on hand.**
7. Bring a **certified copy** of your approved Name Change Order and your current Social Security Card to the nearest **Social Security Office** (there is one in Downtown Louisville).
  - a. The Social Security Office will order you a new card.
  - b. Wait 24 hours for updates to process in the Social Security Office before proceeding.
8. **Within 10 days** of your Petition's approval, go to the local **DMV** to update your state-issued ID/license for \$12 (cash or card).
  - a. You will need to bring a **certified copy** of your **Name Change Order** and **new Social Security Card**. You must have **both** of these documents.
  - b. **DO NOT FORGET OR PROCRASTINATE THIS STEP.** It is EXTREMELY important that your physical ID and official records match if you get pulled over, have to go through airport security, or even want to do something as simple as buy an age-restricted item at the grocery store.

# How to Change Your Legal Name

(Continued)

If you've followed the steps outlined so far, you should now be in possession of the following:

- Multiple **certified copies** of your Name Change Order, including one for your own records.
- Multiple **attested copies** of your Name Change Order.
- Your new State ID / Driver's License.
- Your new Social Security Card.

We will need these materials to start updating your name with third parties. To help you, here is a checklist of some of the most important updates to be made:

- The University
- Your employer
- Your bank(s)
- Your birth certificate
- Your US Passport, if you already have one under your previous name.
- Your healthcare providers' official records
- Any bills or utilities currently under your name (internet, electric, water, etc.)
- Your lease, if currently renting
- Insurance providers — health, car, renter's, life, disability, etc.
- Investment or retirement accounts
- Car registration
- Active debts and credit lines — mortgages, auto loans, credit cards, etc.
- Legal documents — living will, power of attorney, advanced care directives, deeds/titles, trusts, business contracts, etc.
- Any trade associations, licensing boards, unions, or other professional organizations you are a member of.
- The US Postal Service — the "change of address" form includes a field to notify USPS of a name change.
- Payment processing services such as Paypal, Venmo, Zelle, CashApp.

*If you're unsure how to change your name with any of these parties, you can always give them a call! Name changes are very common, and they will be happy to walk you through the necessary steps.*

# Glossary

**Attested Copy** - A copy of an official record made by a notary, who *attests* that the copy was not altered from the original when it was made. An attested copy of a document is considered less "official" than a certified one, but is good enough for most non-governmental entities who need to verify your new name.

**Certified Copy** - A copy of an official record that has been *certified* by the original issuer, which means it can be treated as equivalent to an original. Most governmental offices will request a certified copy of your Name Change Order before they can update your official records.

**Circuit Court Clerk's Office** - These offices record and maintain official state records. This is the branch of the local government who will help you process your Petition for Name Change.

**Directory Name** - At UofL, this is your name as it is on your official records. Changing this requires submitting a Name Change Authorization to the Registrar's Office.

**Name Change Order** - This form shows a judge has *approved* your name change, and it has been recorded in state records. Official copies of your Name Change Order will serve as your proof of identity until your name has been updated to match across all your records. *Even after you've made all the updates, keep a certified copy of your Name Change Order for your records.*

**Notary** - A person who has been authorized to oversee basic legal matters, like serving as an official witness when documents are signed. A notary has an official stamp they'll mark your documents with after they witness you sign them — this is called "notarizing" and is required by the Courts before they will process a Petition for Name Change.

**Petition for Name Change** - Officially form AOC-295; submitting this document serves as a *request* to initiate a name change. The request must be *approved* by a judge, who will issue you a Name Change Order.

**Registrar** - The office at UofL where student records are kept, located in the the Houchens Building.

**Social Security Card** - You can think of this as your unique ID number in Federal records. If you don't update your Social Security Card with your new name, your State and Federal identities will be mismatched, and this can lead to significant delays securing financial aid.

**Social Security Office** - You must file your name change with the Social Security Office to get a new Social Security Card and update your records at the federal level (e.g. FAFSA and the IRS).