

NOTICE OF ADDRESS/NAME CHANGE

Name:	Student ID:
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Changes Requested:

- ☐ Address Change (Complete Section 1)
☐ Name Change (Complete Section 2)

- ☐ Correction to Personal Information Requested (Please attach government issued ID)

Required Correction: _____

SECTION 1 – CHANGE OF ADDRESS

NEW MAILING ADDRESS:

(To which all mail will be sent)

STREET, AVENUE, P.O. BOX NUMBER	
CITY OR TOWN	PROVINCE
POSTAL CODE	HOME TELEPHONE
EMAIL	

NEW PERMANENT ADDRESS

(If different from mailing address)

STREET, AVENUE, P.O. BOX NUMBER	
CITY OR TOWN	PROVINCE
POSTAL CODE	HOME TELEPHONE

SECTION 2 – CHANGE OF NAME

CURRENT NAME:

LAST NAME	SUFFIX (ex. Jr. Sr.)
FIRST NAME	MIDDLE NAME
PREFERRED FIRST NAME	

CHANGE NAME TO: (LEGAL NAMES ONLY)

LAST NAME	SUFFIX (ex. Jr. Sr.)
FIRST NAME	MIDDLE NAME
PREFERRED FIRST NAME	

Change of name must be accompanied by one of the following official documents:

- ☐ Legal Change of Name Certificate ☐ Passport
☐ Marriage Certificate ☐ Birth Certificate (when changing your name back to your birth name)

STUDENT SIGNATURE _____

DATE _____

SRS ENTRY (OFFICE USE ONLY)	
DATA INPUT DATE	INITIALS

E-mail completed form and supporting documents to: records@northernlakescollege.ca

Your personal information is collected under the authority of the College's Act and section 33(C) of the Freedom of Information and Protection of Privacy Act (FOIP), and is protected under the provisions of FOIP. If you have any questions about the collection of this information you may contact the FOIP Coordinator, at (780) 751-3259, foipcoordinator@northernlakescollege.ca or 1201 Main Street SE Slave Lake, AB T0G 2A3.

Revised: February 12, 2021