

# RICHLAND COLLEGE

## Request for a Change of Address, Name, and/or Social Security Number

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Date*

**Please check the appropriate box and complete the information requested.**

**ADDRESS CHANGE:**

*If your change of address involves a move from another county into Dallas County, documentation of your new address will be required before a change of tuition rates can be made. If you are changing your address to a P.O. Box, you **must** complete the following and **provide** documentary evidence of Dallas County Residence. **A P.O. Box can be used only as a mailing address, not as a valid address for the purpose of determining tuition rates.***

**OLD ADDRESS:**

\_\_\_\_\_  
*Street (or P.O. Box) Apartment No.*

\_\_\_\_\_  
*City State Zip*

**NEW ADDRESS:**

\_\_\_\_\_  
*Street (or P.O. Box) Apartment No.*

\_\_\_\_\_  
*City State Zip*

**NEW PHONE NO.** \_\_\_\_\_

**WORK/OTHER PHONE** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**ADDRESS OF RESIDENCE:**

\_\_\_\_\_  
*Street Apartment No.*

\_\_\_\_\_  
*City State Zip*

**ACCEPTABLE RESIDENCY DOCUMENTATION  
(Any one)**

1. Permanent driver's license in student's name showing Dallas County address.
2. Apartment lease or deed in student's name showing Dallas County address.
3. Car registration in Dallas County
4. Voter registration in Dallas County
5. Printed checks in student's name with Dallas County address.
6. Business or official correspondence (utility bills, jury summons, etc.) Mail must be dated prior to registration.

**NAME CHANGE:**

*Legal documentation such as a court order, marriage license, permanent driver's license, or divorce decree indicating your name change **must** accompany this request.*

**FORMER NAME:**

\_\_\_\_\_  
*Last First Middle*

**PRESENT NAME:**

\_\_\_\_\_  
*Last First Middle*

**SOCIAL SECURITY NUMBER CHANGE:**

*(Student **must** provide Social Security Card)  
Are you now or have ever been employed by  
DCCCD/Richland College?  Yes  No  
\*\* If yes, please go to the Human Resources Office for changing of the  
social security number. Proof of social security number is required.*

**Incorrect #** \_\_\_\_\_

**Correct #** \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_