



Student Information Correction Request

Blue Mountain Community College
2411 NW Carden, PO. Box 100
Pendleton, OR 97801
(541)278-5759 Service Center
(541) 278-5871 Fax
www.bluecc.edu

Students may request that their name, social security number or date of birth be corrected in our system. All requests must include appropriate documentation. In all cases a picture ID of the student is required. Requests may be mailed, faxed, or brought to a BMCC location for processing. Documentation for changes is required to ensure the privacy and security of our student records and to ensure changes are made with appropriate legal documentation. **Documentation will be shredded once changes have been made.**

REQUESTS WILL NOT BE PROCESSED WITHOUT APPROPRIATE DOCUMENTATION.

BMCC ID: _____ - _____ OR SSN: _____ - _____ - _____

Current Last Name: _____ First Name: _____ M.I.: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Date of Birth: ____/____/____ Phone: (____) _____ - _____
Mo. Day Year

Email: _____ @ _____ (REQUIRED)

Type of request: Indicate below reason/s for request

Last Name Combine Accounts/SSN correction Date of Birth

NAME CHANGE:

Other last name/s used at BMCC: _____/_____/_____

Attach ALL of the following documents:

- Copy of valid driver's license **OR** Copy of Social Security Card; **AND**
- Copy of divorce decree or marriage certificate **OR** other documentation that includes both your prior name and current last name. Prior name on documentation must match what is in our system.

SOCIAL SECURITY NUMBER CHANGE: MUST PROVIDE ALL DOCUMENTS REQUESTED BELOW

1. Provide copy of Social Security Card; **AND**
2. Provide copy of valid driver's license or other picture id

Other SSN's used at BMCC _____

DATE OF BIRTH CORRECTION: MUST PROVIDE ALL DOCUMENTS REQUESTED BELOW

1. Provide copy of birth certificate; **AND**
2. Provide copy of valid driver's license or other picture id

I request that the above change/s be made to my student records at Blue Mountain Community College and verify that the information and supporting documentation provided are valid.

Student Signature

_____/_____/20_____
Date