



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

To request a correction to your name, social security number or date of birth be corrected in our system you must complete this form and include appropriate documentation. 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 reason/s for request

Last Name Change (Marriage, divorce or legal name change) Combine Accounts/SSN correction Date of Birth Name Correction

NAME CHANGE (Marriage, divorce or legal name change):

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

Attach ALL of the following documents:

- Copy of current driver's license, state id, government, or tribal id; **AND**
- 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

- Copy of Social Security Card; **AND**
- Copy of current driver's license, state id, government, or tribal id

Other SSN's/BMCC ID's used at BMCC _____

DATE OF BIRTH CORRECTION: MUST PROVIDE ALL DOCUMENTS REQUESTED BELOW

- Copy of birth certificate; **AND**
- Copy of current driver's license, state id, government, or tribal id

NAME CORRECTION: MUST PROVIDE DOCUMENT REQUESTED BELOW

- Copy of current driver's license, state id, government, or tribal id **AND**
- Social Security card

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