



McGill

Personal Data Form – Name or Birth Date Change

McGill ID _____ Date of Request (dd/mm/yy) _____

Telephone: _____ Email: _____

Current Name, Title and Date of Birth

Title: Miss ☐ Mrs ☐ Ms ☐ Mr. ☐ Dr. ☐ Prof. ☐ First Name: _____

Middle Name (s): _____ Last Name: _____

Pref. First Name: _____ Date of birth (dd-mm-yy): _____

Requested Name, Title or Date of Birth (enter only what needs to be changed)

Title: Miss ☐ Mrs ☐ Ms ☐ Mr. ☐ Dr. ☐ Prof. ☐ First Name: _____

Middle Name (s): _____ Last Name: _____

Pref. First Name: _____ Date of birth (dd-mm-yy): _____

Signature

Instructions

- 1) Fill out this form, print it and sign it.
- 2) Attach copies of required certificates or documents:
 - a. *Legal Name Change:*
If you have legally changed your name, attach copies of the legal documentation for the name change.
 - b. *Name Correction:*
If your name was not correctly entered into our records, attach a copy of your birth certificate or citizenship card, or a copy of a valid passport.
 - c. *Return to Maiden Name:*
To revert to your maiden name, attach a copy of your birth certificate or a copy of a citizenship card or valid passport if your maiden name is indicated on them.
 - d. *Title Change*
 - e. Attach relevant legal document. If you are unsure of what you need to send, please contact the HR Service Centre. For changes to an academic title (ex.: from Mr. to Dr.), you will need to provide a copy of your university degree. Note: if you are changing from Miss (Ms) to Mrs, please just fill out the form and sign.
- 3) Send your form by internal mail to HR Service Centre, Room 1520, 688 Sherbrooke St. W., or fax at 398-8287.