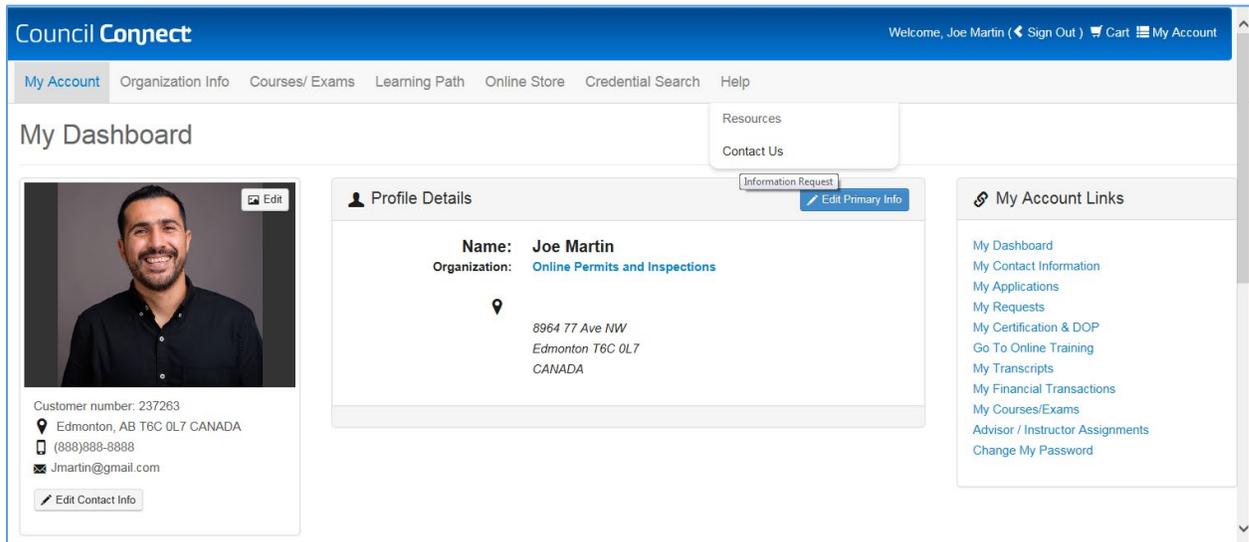# Request an Individual Name Change

This tutorial walks you through the steps to request an individual name change. Please provide us with a copy of a legal document to provide proof of name change (i.e. marriage certificate, divorce decree, or court granted petition). All of your identification should reflect your new name.

1. From **My Dashboard** page:
   a. Hover your cursor over the **Help** tab
   b. Select **Contact Us**
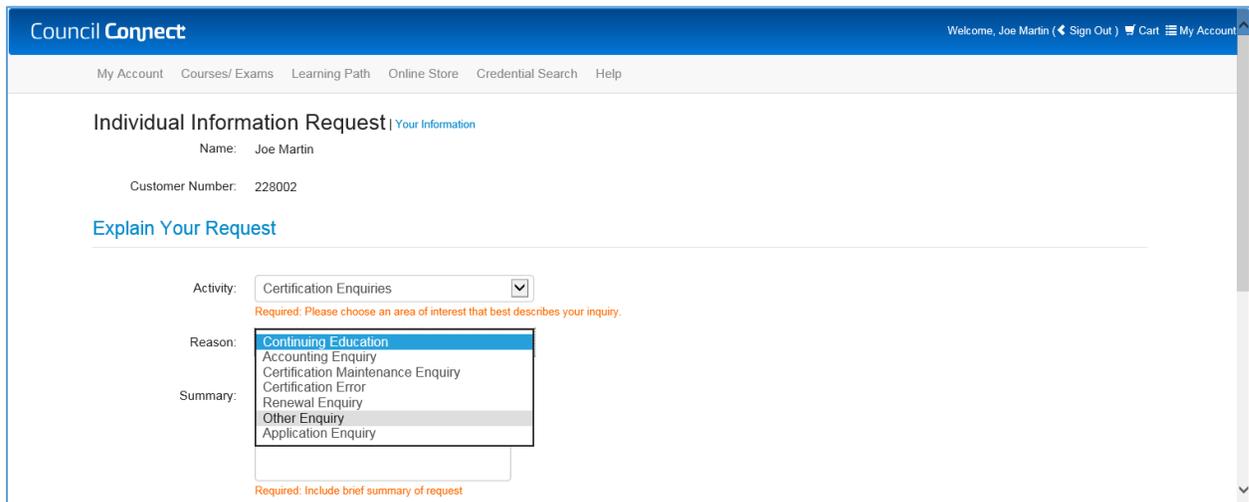
2. From the **Individual Information Request** page:
   a. Click on the **arrow** beside **Activity**
   b. Select **Certification Inquiries**
   c. Click the **arrow** beside **Reason**
   d. Select **Other Enquiry**

Summary:

Required: Include brief summary of request

Detail:

Feel free to add more specific details in the "Comments" area.

Upload File: Browse...

Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

☑

Cancel   Submit

e. **Summary**: Enter Name Change
f. **Detail**: Enter details and reason regarding the name change
g. **Upload File**: click on the **Browse** button
h. Find and click on your document
i. Click **Open**
j. Click the **Email confirmation** checkbox if you want to receive the confirmation email for your submission
k. Click the **Submit** button