# 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

<table>
<thead>
<tr>
<th>Title:</th>
<th>Miss ☐ Mrs ☐ Ms ☐ Mr. ☐ Dr. ☐ Prof. ☐</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name (s):</td>
<td></td>
<td>Last Name:</td>
</tr>
<tr>
<td>Pref. First Name:</td>
<td></td>
<td>Date of birth (dd-mm-yy):</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Title:</th>
<th>Miss ☐ Mrs ☐ Ms ☐ Mr. ☐ Dr. ☐ Prof. ☐</th>
<th>First Name:</th>
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<td>Middle Name (s):</td>
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<td>Pref. First Name:</td>
<td></td>
<td>Date of birth (dd-mm-yy):</td>
</tr>
</tbody>
</table>

## Signature

**Instructions**

1) Fill out this form, print it and sign it.

2) Attach copies of required certificates or documents:
   - **Legal Name Change:**
     - If you have legally changed your name, attach copies of the legal documentation for the name change.
   
   - **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.
   
   - **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.
   
   - **Title Change**
     - 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.

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Human Resources  
Oct. 2010