



Dear Central Alumnus,

Thank you for advising the Office of Development and Alumni Affairs at Central Connecticut State University of your change of name. I appreciate hearing from you, as your update enables us to effectively communicate with you about all the exciting things happening at Central.

University policy now dictates proof of each name change. This measure was put into place to minimize the occurrence of identity theft and fraud. Acceptable forms for proof of name change must include your photo such as government issued documents like a state drivers license, state issued ID card or U.S. passport. A CCSU ID card is not considered an acceptable form of proof of name change. You only need to provide one item as proof.

Our goal is to ensure each record in our database is as accurate as possible while, at the same time, protecting the integrity of that data to the best of our ability. Enclosed is a postage paid envelope for you to return this letter along with a copy of an acceptable form of identification. Should you have questions, please contact me directly at 860-832-1748 or email ratcliffejuv@ccsu.edu. I am sorry for the inconvenience this may cause and hope to hear from you soon. Thank you for your understanding.

Sincerely,

Judy Ratcliffe '85
Data Support Specialist

Enclosure

I request a name change *from* _____

to _____

Address _____

Telephone _____ Class Year _____

I have included a copy of a government issued form of identification reflecting the name change noted above ***which includes my photo.***

Signature _____ Date _____

***Please return to: Central Connecticut State University - Office of Development & Alumni Affairs
1615 Stanley Street - New Britain, CT 06050 - Attn: Judy Ratcliffe***