

# NAME-CHANGE NOTICE

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Please be advised that the following person has had a change of name:**

Current Name on Record \_\_\_\_\_

Record no. \_\_\_\_\_

Memo (optional) \_\_\_\_\_

**Please change the current name on record to reflect the information below:**

New Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

This also reflects a change of address (check if applicable)

I authorize the above-referenced record change. If there are any additional forms to fill out, please send them to me at the above address. If there are any questions regarding this change, please call me at telephone number \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Enclosure: Photocopied Certificate of Marriage**