



THE FLORIDA STATE UNIVERSITY
UNIVERSITY HEALTH SERVICES
HEALTH & WELLNESS CENTER

NAME CHANGE REQUESTS

STUDENTS

University Health Services uses the information contained at the University Registrar's office as the source record for all demographics to include official name. This information is populated within the Health Services Electronic Medical Record.

In the event that the student has a need to update and/or change their name they will need to update the information at the Registrar's Office before the information in their Electronic Medical Record can be changed.

A written request can be made to Florida State University Registrar's Office with a copy of supporting documentation of the legal name change (ie marriage license , driver's license etc.)

Once the student is notified of the name change, they will need to contact University Health Services to update their Electronic Medical Record.

Mail Requests to:

FSU Registrar's Office
A3900 University Center
282 Champions Way
Tallahassee, FL 32306-2480

OR

Fax Request to:

Enrolled Students: 850-644-1597
Applicants 850-644-0197

NON – STUDENTS

University Health Services requires a written request be made to the Health Information Management Office with a copy of a photo ID and supporting documentation of the legal name change (ie marriage license, court order, driver's license etc) .

Mail Request to:

Florida State University
c/o Health Information Management
University Health Services
960 Learning Way
Tallahassee, FL 32306-4178

Fax Requests to:

850-644-2737