



Name And Mailing Address Update Form

SCC Registration Office, Building 15
MS 2151
1810 N Greene St, Spokane WA 99217
509.533.8181 FAX 509.533.8500 PHONE
SCC.NCRegistration@scc.spokane.edu

Directions: Complete this form to make changes to your name and/or your address at SCC. Return this form and documents to the college in person, email, fax, or mail. Once your request has been processed, you will be contacted within 3-5 business days.
**Addresses may also be changed online in ctcLink via the Student Homepage.*

ctcLink Identification Number (9 digits): _____

This change is for: ☐ Name ☐ Address* ☐ Both

If updating name, please select reason: ☐ Spelling Error ☐ Legal Change

NAME CHANGE

Previous name (currently in ctcLink)

Last name: _____ First name: _____ Middle initial: _____

Updated name

Last name: _____ First name: _____ Middle initial: _____

All requests for a name change require a current photo ID or Driver's License. If a legal name change is requested, the following supporting documentation will also be needed:

- Legal documents supporting name change. Ex.: Marriage License, Divorce Decree, Court Order, etc.

☐ I will bring required documents to SCC, Building 15 during business hours.

☐ Please contact me to collect documentation remotely.

Email: _____ Phone: _____

Student's signature: _____ Date: _____

MAILING ADDRESS CHANGE

Last name: _____ First name: _____ Middle initial: _____

New address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Student's signature: _____ Date: _____

FOR OFFICE USE ONLY

Please initial after each process has been completed.

_____ Updated in ctcLink

_____ Financial aid (Name Change Only)