



## Preferred Name Request Form

### Directions:

Complete this form if you would like Central Lakes College (CLC) to use a preferred name for you in its records, consistent with System Procedure. If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other CLC records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. CLC reserves the right to deny a requested preferred name if the requested name is inappropriate (is used to avoid a legal obligation, to misrepresent, violates some system policy, etc.) You must show photo identification for security purposes. Students should return this form to the CLC Welcome Center; Employees return to Human Resources

### Legal Name

Legal First Name:	Legal Middle Name:	Legal Last Name:
Tech ID, Student ID, or STAR ID		

### Preferred Name:

Please complete each of the fields below as you would like them to be displayed. Where technically feasible, this is the name that will be displayed within MinnState records where legal name is not required. By completing the information below, you are requesting your preferred name appear as listed at any MinnState institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name will be subject to the availability of technical resources at individual institutions.

Preferred First Name (Optional):	Preferred Middle Name: (Optional)	Preferred Last Name (Required):
Signature of Requestor:		Date:
Email Address of Requestor for Confirmation of Request		

### For office use only

Photo ID Verified By:	Date:
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## **CLC Contact Information:**

### **CLC Brainerd Campus**

501 West College Drive  
Brainerd, MN 56401-3900  
1-800-933-0346 or  
218-855-8000  
Fax: 218-855-8269  
[askclc@clcmn.edu](mailto:askclc@clcmn.edu)

### **Staples Campus**

1830 Airport Road  
Staples, MN 56479-3252  
1-800-247-6836 or  
218-894-5100  
Fax: 218-894-5185  
[askclc@clcmn.edu](mailto:askclc@clcmn.edu)