



EMPLOYEE NAME AND GENDER IDENTITY CHANGE REQUEST FORM

Purpose and Scope of Policy

Centre College developed a policy in fall 2017 whereby current transgender individuals may request a new first and/or middle name on campus, regardless of whether they have legally changed their name. Except where the legal name is required by law, industry standard, or strong business need, the College will endeavor to use the new name(s).

In addition to designating a new name or names, this policy allows current transgender individuals to designate a gender marker that differs from their sex at birth, with the understanding that there may be some systems where the implementation of a gender marker other than the legal gender is not possible.

Because Centre has many information systems, it is possible that changes will not take effect in some areas of the College or will take effect more slowly in some areas than in others. The indication of a new name or gender cannot be for illegal or fraudulent purposes.

The new name(s) will be reflected:

- In the Centre College portal (Centrenet)
- Staff and Faculty profiles
- In news releases and announcements
- On the Centre ID
- Email aliases

Name Change Request(s)

Legal First Name

Legal Middle Name

Legal Last Name

New First Name

New Middle Name

Centre ID #

Gender Identity Change Request (if different from sex at birth)

Male

Female

Write in option: _____

(Example: Transgender, Gender Fluid, Agender, Trans Man, Trans Woman)

Certification

I fully understand the purpose of this Change Request Form and understand the expectations outlined in this disclaimer. I also understand that the new name(s) will be the primary name(s) used for business purposes at Centre College. Furthermore, I confirm that I am not requesting a new name to avoid any legal obligation or to otherwise misrepresent myself.

Print/Type Legal Name

Sign Legal Name

Date

Once completed, please submit the form to Kay Drake, Vice President for Human Resources & Administrative Services.