

Policy Name	Change of Name		
Policy #	720	Category	700: HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	June 5, 2025
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is committed to the integrity of its employment records. This policy outlines the conditions in which Suncrest College employees provide evidence of a change of name.

PRINCIPLES

- Employees are required to supply their full legal name when they apply for employment with the College.
- Current employees who change their legal name or whose registration of a name change is annulled, must notify the College immediately and provide supporting documentation of the change.
- Employees may, but are not required to supply a preferred first name if different from their legal first name when they apply for employment. Preferred names will be used for some, but not all College records and processes.

SCOPE

This policy applies to all employees of Suncrest College.

PROCEDURES

1. Employees must notify Human Resources at humanresources@suncrestcollege.ca of a change of legal name by submitting the Change of Name Form.
2. Documentation of the name change must be provided, this could include but is not limited to, a copy of the employees' Social Insurance Number (SIN) Card or confirmation of SIN letter, official name change certificate or updated birth certificate, marriage certificate, or a divorce decree. The documentation required depends on the type of name change.

3. Once Human Resources receives the Change of Name Form and supporting documentation, the payroll system will be updated and any additional documents required for group benefits, pension, etc. that may be required will be sent to the employee for completion.
4. The College reserves the right to request additional supporting documentation if required.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Change of Name Form