



FLORIDA STATE UNIVERSITY  
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## **Preferred Name Change Request**

FSU employees may change their preferred name by completing this form and emailing it to [HR-EDMDOCS@fsu.edu](mailto:HR-EDMDOCS@fsu.edu). An employee's preferred name will be visible in the FSU directory and email system. Please note that this is **not** an official name change. For more information on the official/legal name change process, please see the [Name Change Request Form](#).

Employee ID: \_\_\_\_\_

Current Name: \_\_\_\_\_  
First Middle Last

Preferred Name: \_\_\_\_\_  
First Middle Last

If you have any questions regarding this form, please contact Emily Lane at [eslane@fsu.edu](mailto:eslane@fsu.edu) or 850-644-7803.