



ZipCard Information for Name Changes

Your Missouri State University ZipCard provides students, faculty and staff with a properly encoded identification card. Your ZipCard: 1) allows access to numerous facilities and venues; 2) allows money to be deposited to your ZipCard account to serve as a debit card for use with on campus vendors; 3) provides access to dining services if you have elected meal plans; and 4) if you are in good financial standing with the University, serves as a charge card for use with the Missouri State Bookstore and Taylor Health Center.

It is the responsibility of the ZipCard office to ensure that students, faculty and staff present proper identification in order to receive a ZipCard. Proper identification can be one of the following: 1) a picture driver's license; 2) a passport or 3) a government issued photo ID.

Your identification must match the name that is in the University records. In order to avoid the potential for any identity theft, University policy will not allow the ZipCard office to issue a ZipCard if your identification does not match the name in the University records. The ZipCard office cannot make name changes.

The ZipCard office will advise you if your identification does not match the name in the University records or if your name is not in the system. If you are a student, you must go to the Office of the Registrar, Room 320 Carrington Hall, to submit a name change form or to inquire why your name is not in the system. If you are a faculty or staff, you need to follow up with Human Resources, Room 118 Carrington Hall. To change your name you must provide proper documentation, which generally consists of a valid driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States. See <http://www.missouristate.edu/registrar/namechanges.html> for additional details.

Once your name change has been submitted, the ZipCard system will be updated overnight and you will be able to obtain your ZipCard the following business day.