**Employee Chosen Name Application**

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 **Employee Information**

Luther ID: Date:

Legal Name:

*Last First M.I.*

Chosen Name:

*Last First M.I.*

Preferred Pronouns and Gender Identity information will populate in some reports. Please select from the options below if you would like to have these associated with your record:

**Preferred Pronouns**: He/Him/His She/Her/Hers They/Them/Theirs Ze/Hir/Hirs My Name

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender Identity**: | Female | Transgender (Female-Identified) | Non-Binary |
|  | Male | Transgender (Male-Identified) | Gender Fluid |

 **Disclaimer and Employee Signature**

*I certify request for a chosen name and acknowledge I have reviewed the Luther College Chosen Name policy and that I understand the Luther College Chosen Name will not be considered a “private” name for use at the College only.*

Signature: Date:

 **To be completed by Luther College HR staff**

Received: Date:

Processed: Date: