

### **Instructions for Completing the Name Change Request Form**

1. The form is not acceptable unless fully completed, dated, properly signed and submitted to the company within six months of signing the form. **Altered forms cannot be accepted. This includes erasures, corrections and the use of whiteout on the form.** If you need to make a change to a completed form, please contact us for another form.
2. A previous name must be written exactly as it appears in the policy or contract.
3. **We require one of the following as legal proof of name change: Marriage Certificate, Divorce Decree, Drivers License, Social Security Card, Court Order or Federal ID Card.**
4. A separate Name Change form must be completed for each contract.
5. Indicate on the form the person whose name

