

"Date"  
(written in this format: 09Oct12)

**MEMORANDUM**

From: Old Last Name, Old First Name - Old Middle Name,  
USNR, SSN/Designator (i.e. 1975, 1985, 1995, OCUI2)  
To: Chief of Naval Personnel (PERS-312G)  
Via: Chief, Bureau of Medicine and Surgery

Subj: REQUEST FOR NAME CHANGE

Encl: (1) Copy of Marriage Certificate/Divorce Decree  
(Court order for males)  
(2) Updated Record of Emergency Data (Page 2)

1. Request approval for name change.

a. Old name: Old First Name - Old Middle Name - Old  
Last Name

b. New name: New First Name - New Middle Name - New  
Last Name

Signature  
(Cannot not be E- signed)

Typed Name (i.e. A. J. DOE)

**\*\*\* This is an example of the letter you must create and submit with your supporting documents. Complete the letter (do not change the format), sign it, and send along with your marriage certificate, divorce decree, etc and email or fax to HSPS systems for processing. \*\*\***