

## Preferred First Name Declaration For Faculty and Staff

The University recognizes that some community members wish to use a first name other than a legal first name to identify themselves. The University refers to this as a 'Preferred First Name'.

As long as the use of this different first name is appropriate and not for the purpose of misrepresentation or an attempt to avoid a legal obligation, the University will display a preferred first name in place of your legal first name in many, but not all, internal systems and reports. Franklin Pierce University reserves the right to remove any preferred first name that is deemed inappropriate.

For the complete policy and related FAQs, please visit: <http://craven.franklinpierce.edu/s/dept/registrar>

### Employee Information:

Name Currently on File: \_\_\_\_\_

Add Preferred First Name – Name to Be Added: \_\_\_\_\_

Remove Preferred First Name – Name to be Removed: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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HR Use Only:

Updated:

NuView

Email