

MILPERSMAN 1000-130

NAME CHANGE OF SERVICE MEMBER

Responsible Office	BUPERS-072	Phone:	DSN COM	882-3347 (901) 874-3347
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:		1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy.** Change of name in the official record is made only after an administrative examination of evidence and approval by Commander, Navy Personnel Command (COMNAVPERSCOM). A change of surname due to marriage or divorce must be reported immediately as outlined below. A name may not contain punctuation marks including a hyphen, apostrophe, comma, period, or space. Due to legacy systems constraints, full names exceeding 27 positions are truncated.

2. **Service Member's Responsibility.** The Service member will submit the request through [MyNavy Portal](#) under "My Record" by electing the "Name Change" tile in the "Looking for?" section. Submit at least one of the documents below with the request as documentary evidence verifying the change in name. A tutorial for navigating the application may be found on the [MyNavy Portal](#) Web site. Contact the [MyNavy Career Center](#) at 1-833-330-6622 for questions.

- a. Marriage certificate,
- b. Final divorce decree containing provision for restoration of birth surname,
- c. Court order authorizing name change,
- d. Birth certificate,
- e. Naturalization certificate,
- f. Social Security card, or
- g. U.S. passport

3. **How to Send Documents.** Although the electronic self-service method is preferred, Service members may forward a letter request and a copy of the documentary evidence to the address listed below. Double-packaging the documents is highly recommended, with the inner package marked "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in civil and criminal penalties." Service members should use [DD 2923](#) Privacy Act Data Cover Sheet to cover the documents containing personal identifiable information (PII). Using a mailing service that provides tracking capability is also recommended.

<p style="text-align: center;">Navy Personnel Command Attn: PERS-312 5720 Integrity Drive Millington, TN 38055-3120</p>

4. **Effective Date.** For Navy record purposes, a name change is effective from the date of COMNAVPERSCOM authorization as indicated on the [NAVPERS 1070/888](#) Notification of Change in Service Member's Official Records or [DD 1343](#) Notification of Change in Servicemember's Official Records.

Note: Changes to the Service member's name will reflect in all corporate data systems, including the electronic service record and a copy of the approved [NAVPERS 1070/888](#) or [DD 1343](#) will be filed in the Service member's official military personnel file (OMPF) which is accessible via [MyNavy Portal](#) . Copies of [DD 1343](#) may be obtained via the OMPF - Command View, OMPF - My Record.

5. **Additional Name Change Requirement.** Service member must apply for an updated Social Security card for name requested. Additional information on the Social Security Administration name change process is available at <https://faq.ssa.gov/en-US/Topic/article/KA-01981> .