

MILPERSMAN 1000-130

NAME CHANGE OF SERVICE MEMBER

Responsible Office	MNCC	Phone: Toll Free	1-833-330-MNCC (6622)
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 listed 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](#). Contact the [MyNavy Career Center](#) 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 with an [SF 901 Controlled Unclassified Information \(CUI\) Coversheet](#) attached to the inner container or envelope is highly recommended. Any misuse or unauthorized disclosure may result in civil and criminal penalties. Service members should use [SF 901](#) to cover the documents containing personally identifiable information. Using a mailing service that provides tracking capability is also recommended.

**MYNAVY CAREER CENTER
ATTN HRSC
5720 INTEGRITY DR
MILLINGTON TN 38055**

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

Note: Changes to the Service member's name will reflect in all corporate data systems, including the electronic service record (ESR), and a copy of the approved [NAVPERS 1070/888](#) will be filed in the Service member's official military personnel file (OMPF), accessible via [MyNavy Portal](#).

5. **Additional Name Change Requirement.** Service members must apply for an updated Social Security card for the name requested. Additional information on the Social Security Administration name change process is available via the [Social Security Administration Web site](#).