



NAME CHANGE

REFERENCES:

- a. AR 600-8-104, Military Personnel Information Management/Records.
- b. DA PAM 600-8, Management and Administrative Procedures.
- c. AR 15-185, Army Board for Correction of Military Records.

PROCEDURES:

- The addition, deletion, or correction of the spelling of names, and corrections involving transposed names may be added or deleted on Soldier's request.
- Request for name change or Legal name change is initiated by the Soldier using a DA Form 4187 through the S1 to the commander or approval authority.
- The following documents will be attached to the DA Form 4187 as a source documents:
 1. Marriage certificate.
 2. Divorce decree.
 3. Certificate of Naturalization.
 4. Birth certificate.
 5. Court order.
- Section 1V, DA Form 4187 will include:
 1. Current name reflected on official documents.
 2. New requested name.
 3. Reason for change.
 4. Enclosed documents.
 5. Commanders' signature.
- BN S1 submits changes and updates using eMILPO.
- Provision of AR 15-185 applies for submission of action to the Army Board for Correction of Military Records. It is not appropriate to make submission to the ABCMR unless administrative procedures provided have been followed without obtaining the desired correction.

The point of contact for this action is BN S1 and BDE S1.