

# Georgia POST Data Gateway Name Change Instructions

1. Go to your Demographics page.

[Start](#) | [Training](#) | [Application](#) | [Demographics](#) | [Help](#) | [Logout](#)

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## Peace Officer Training and Certification Start Page

2. Scroll down and click on Demographic Details.

[Demographics Details](#)

**Career Certifications** | Supervisory Certificate ▾ | [Apply for](#)

3. Scroll down and click Apply for Legal Name Change.

[Apply for Legal Name Change](#) | [Apply for Legal Gender Change](#)

4. Confirm your current Personal Information is correct and click Save and Continue. You will enter your new legal name on the next page.

[Save and Continue](#)

Required fields are highlighted and marked with \*

5. Complete the Name Change information, including the required explanation, and click Update.

### Name Change

Last Name \*

First Name \*

Middle Name

Suffix (if applies)

Maiden Name

Explanation \*

6. Click Supporting Documentation. Upload the required supporting document(s) which must be any of the following: marriage license, marriage certificate, divorce decree, or court order.

Application Section Progress

For JOHN Q OFFICER.

Status : Pre Submit

**Personal Information**

**Name Change**

**Supporting Documentation**

### Required Uploaded Documentation

Proof of Name Change Reason \*  No file chosen  *None*

### Miscellaneous Uploaded Documentation

Description \*   No file chosen

Uploads of proof that the required training has been made up or uploads of other necessary documents, such as certificates of completion, physician's excuses (must include dates of treatment & release to full and unrestricted duty date), or military documents (DD214 or military orders), may

7. Click Confirmation and then click Continue.

**Confirmation**

100% Overall Completion Rate

Personal Information  Name Change

JOHN Q OFFICER

8. Click Submit and Continue on the Candidate Attestation page.

**Candidate Attestation**

I have personally reviewed this application regarding ALL INFORMATION provided by me. I attest and affirm that the information provided in this application is complete and correct to the best of my knowledge.

Application to be completed on March 27, 2026 at 11:16 am

Required fields are highlighted and marked with \*

9. A Name Change application does not require agency attestation.