Self-Service Submission of the Name Change Request

2020
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1. Introduction

This document is intended to serve as a tutorial in support of the requirement for self-service submission of name change requests. The purpose of this procedure serves as a method to record a change of personal information in a service member’s official records. The information becomes a part of the subject’s military personnel records which are used to document the promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting this information is for positive identification, and to ensure all official service records are corrected to reflect identical information. All items may not be applicable.
2. Procedures

1. From the Start menu, open desired browser by utilizing Google Chrome or Internet Explorer (IE).
2. To log in to BOL, type the following address into the chosen browser: https://www.bol.navy.mil/BAM/
3. The Select a certificate activity window should be displayed.

4. Select the associated DoD certificate (not email certificate) and select ‘OK’ to proceed.

5. The US Department of Defense warning statement should appear. Read the statement, select ‘OK’ to acknowledge that the user understands and accepts the terms of the statement.
6. The BUPERS Online CAC Login page should be displayed. The User will click the CAC Login button to proceed.

7. The BOL Application Menu should then be displayed.
8. The User will select ‘Officer Photo’ from the Application Menu to proceed.

| ARPR/ASOH Online | DOD Online Common Access Card (CAC) Management Services
|-------------------|--------------------------------------------------------
| CCA/FITREP/Eval Reports | e-Submission
| CMC Advancement/Selection Board Verification | ID Lookup
| CWAY - Sailor Self-Service | Individual Medical Readiness (IMR) Status
| E-Submission | JOIN
| ESBD (Submit letter to SelBoard) | Military Locotor System
| ID Lookup | Name Change
| IMR | Naval Register
| JOIN | NavyPers Legacy and PERSTEMPO
| Military LOCATOR System | NCC - Name Change
| Name Change | NMC/CMC Mobilization Processing System (NMCMP) - View IA/ADSW orders
| Naval Register | NRD - Officer Photo
| NavyPersonnel Command Document Services | OMPF - Official Military Personnel File
| NMCMP - View IA/ADSW Orders | PRIF
| PSO | PRIM
| PRM | PTDR
| PTD | PSR

9. The Select a certificate activity window should be displayed.

10. Select the associated DoD certificate (not email certificate) and select ‘OK’ to proceed.
11. The Officer Photo Privacy Act Statement, Requirements and acknowledgement page should be displayed.

12. Please read the information displayed and if in agreement, select the checkbox that states, “I acknowledge that I have read the above statements”.

13. Using the mouse, click on the ‘Submit’ button to proceed.
14. The system will navigate to the NAVPERS 1070-888, Name Change Form.

15. Members will verify that the email address associated with Navy Personnel Command Document Services is correct and make any necessary modifications. Name, Grade, Branch of Service, SSN, Date of Enl/Ind/Comm and Date of Birth are pre-populated from the Navy Personnel Database.

16. Members will then type in their new name in last, first, mi, suffix format.

17. Select from the drop-down menu, the supporting document. Documents a member can attach to their name change request are:
   - Marriage Certificate
   - Final divorce decree containing provision for restoration of maiden name
   - Court order authorizing name change

18. Move to the ‘Browse and Upload’ section of the Form tab to choose the supporting document from your local hard drive.

19. Once the desired supporting document has been selected/attached, click on ‘Submit’ button to submit your request. A blank screen should appear which is indicative of a successful request submission.