



Human Resource Services

Change of Personal Information

Change of Address and/or Phone Number

Reason for Change: New Address New Phone Number

Name: _____ Employee ID: _____

Work Location: _____

Mailing Address: _____
Street Address City Zip Code

Telephone Number: _____

Personal E-Mail Address: _____

Signature: _____ Date: _____

--HR USE ONLY--

Verification By: _____
Name Date

Request for Name Change

I wish to change my name as it appears on my District records:

Previous Legal Name: _____

New Legal Name: _____

Work Location: _____ Employee ID: _____

Signature: _____ Date: _____

In order to change your name as it appears on your district records, you must provide an original document that authorizes the legal change of your name.

ATTACH THE FOLLOWING:

Social Security Card

AND ONE OF THE FOLLOWING:

- Marriage Certificate
- Divorce Decree (stating you may return to your previous name)
- Court Order
- Legal Documentation
- Driver's License OR ID with picture