



Employee Name Change/Marital Status Change Request Form

(Please print legibly)

Note: Employee name change requests must be submitted to the Office of Human Resources, Carlton J. Barber Administration Building, Lower Level for processing.

Employee Banner ID #: _____

Current Name:

(Last Name) (First Name) (Middle Name)

New Name (As it appears on your social security card):

(Last Name) (First Name) (Middle Name)

TWO LEGAL DOCUMENTS MUST BE PRESENTED TO INITIATE A NAME OR MARITAL STATUS CHANGE

_____ Marriage Certificate

_____ Divorce Papers

_____ Social Security Card ***REQUIRED***

_____ Certified Copy of Court Order

_____ Other _____

Employee Signature

Date

HR Office Use Only:

Processed by: _____

Date: _____