

Change of Personnel Information

Employee Name: _____ Employee ID: _____

Employee Type: Active Retiree Former Employee

Type of Change:

Address Phone Number Name Change Marital Status Emergency Contact

PLEASE NOTE: In order to change your name, you **MUST** have a marriage certificate/divorce decree **AND** a government issued document showing your new legal name. For example, a driver's license or a social security card. If those do not apply, then you must provide an Order of Name Change certificate issued by a court. If these documents are not turned in, the name change will not be completed. If you have any questions, please contact the Human Resources department.

Updated Personal Information:

Name (first, middle, last): _____

New Physical Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ (_____) _____

PLEASE NOTE: Per City Policy, P.O. Boxes are NOT acceptable as a residential address. You must provide a residential address.

Mailing Address (If different from physical): _____

City: _____ State: _____ Zip: _____

Emergency Contact(s):

(1) Name: _____

Phone Number: _____

Relationship: _____

(2) Name: _____

Phone Number: _____

Relationship: _____

Employee Signature:

Employee Signature: _____ Date: _____