

**Change of Name/Address Form**  
(Route to Human Resources)

Name\*: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

**\*If name change is because of marriage or divorce, other forms will be required. Employee must contact the Department of Human Resources immediately.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

(Do not write below this line.)

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**Human Resources:**

Use a "Change of Status" cheat sheet.