



# Human Resource Services

## Request for Name Change

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

From: \_\_\_\_\_

To: \_\_\_\_\_

(As it is to appear on official district records.)

Social Security Number: \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution of Copies:** Human Resource Services and Employee Benefits

### Instructions

In order to change your name as it appears on your district records, you will need to provide Human Resource Services with the original document that authorizes the legal change of your name. Fill out a **Request for Name Change** form, and submit the following documents:

#### SUBMIT ONE OF THE FOLLOWING:

- Marriage Certificate
- Divorce Decree (stating that you may return to your previous name)
- Court Order
- Legal Documentation **AND**
- Driver's License with picture and Social Security Card

**Certificated Employees:** To change your name as it appears on your teaching credential, you must go directly to the Commission on Teacher Credentialing, 1900 Capitol Avenue, Sacramento, CA 94244-2700, Phone: 445-7254. You have the option of doing this now or waiting until you renew your credential(s). The cost for processing prior to renewal will be \$27.50\* per credential.

Please note that Human Resource Services will make the copies of all original documents.

\*Fees are subject to change.