

IDENTIFICATION CHANGE FORM
LEGAL DOCUMENTATION MUST BE SUBMITTED WITH THIS FORM

DATE: _____

STUDENT NO: _____

SOCIAL SECURITY NO: _____ New No Change

BIRTH DATE: _____ Revised No Change

**IF CURRENTLY OR FORMERLY EMPLOYED AT PSU IN THE LAST YEAR,
PLEASE NOTIFY HUMAN RESOURCES, RH 204, OF NAME CHANGE.**

PRESENT NAME ON RECORD:

(Last) (First) (Middle)

UPDATE FOLLOWING INFORMATION ON STUDENT RECORD TO:

NAME CHANGED TO: _____

(Last) (First) (Middle)

SPOUSE'S FULL NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

OFFICE USE ONLY

1. Entered in computer by: _____
2. Changed marital status if appropriate _____
3. If SSN changed-copy of form sent to Karen in Cashiers _____
4. New index card prepared by: _____
5. New name noted on **all** index cards by: _____
6. New name noted on permanent file by: _____
7. Form filed by: _____