SEMINOLE COMMUNITY COLLEGE
Human Resources

Change of Name

DATE:_____

ALL EMPLOYEES: Please complete this form and bring it **and** your new social security card to Human Resources. The Human Resources Office is located in the Weldon Administration Building (A-101) on the Sanford Lake Mary Campus. The I-9 form will also need to be updated with your new name.

Employee ID:_____ Social Security Number:_____

Previous Name:_____

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

Signature:_____ Print Name:_____

**************************FOR HUMAN RESOURCES USE ONLY**************************

I-9 Form updated: _____/_____
Initials Date

Personnel file updated: _____/_____
Initials Date

Entered into system: _____ /_____
Initials Date

Copy to Benefits: _____/_____
Initials Date