REQUEST FOR CHANGE OF RECORD

INFORMATION TO BE CHANGED:

☐ Name Change
☐ Social Security Number Change
☐ Date of Birth Change

INSTRUCTIONS FOR REQUEST FOR CHANGE OF RECORD

Documentation (see instructions below) must be provided for all name, SSN, and date of birth changes.

DOCUMENTATION REQUIRED:

NAME CHANGE:
Marriage - Copy of marriage certificate, marriage license, court entry or valid passport.
Divorce - Copy of Divorce Decree, court entry, order of legal name change, or valid passport.
Legal Name Change - Court order of legal name change, or valid passport.
*No documentation is required if going from middle initial to middle name or vice versa.

DATE OF BIRTH CHANGE:
Copy of birth certificate, or valid passport.

SOCIAL SECURITY NUMBER CHANGE:
Copy of Social Security Card.

Documentation Required for Name Changes:
Marriage - Copy of marriage certificate, marriage license, court entry or valid passport.
Divorce - Copy of Divorce Decree, court entry, order of legal name change, or valid passport.
Legal Name Change - Court order of legal name change, or valid passport.
*No documentation is required if going from middle initial to middle name or vice versa.

Documentation Required for Date of Birth Changes:
Copy of birth certificate, or valid passport.

Documentation Required for Social Security Number Changes:
Copy of Social Security Card.