

# Southern University – Human Resources Address/Name Change Form

Thank you for typing or printing all information except your signature.

Social Security Number    -   -

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Work    -    -    Home    -    -

Cell    -    -    Other    -    -

Please indicate if home and/or cellular telephone number is private: \_\_\_ Yes \_\_\_ No

## Address Change Request

*Request will **not** be processed if Post Office Box is the only address submitted!*

Home Address:

Number & Street  Apartment No., if any

City  State  Zip

Select requested change: correspondence only check only correspondence & check

Mailing Address:

Number & Street  Apartment No., if any

City  State  Zip

Select requested change: correspondence only check only correspondence & check

## Name Change Request

*Request will not be processed without valid documentation*

Employee's Previous Name \_\_\_\_\_

Reason for name change: **Marriage** requires *copy of marriage license* and *social security card* stating married name.

**Divorce** requires *copy of the divorce decree*.

**Misspelled name** requires *certified birth certificate* or *valid social security card*.

Any **other reason** requires *applicable documentation* such as court order.

You may submit this completed form:

### In Person/Campus Mail

Human Resources  
First Floor  
Leonard C. Barnes Administration Building  
Phone: 318-670-9351  
Fax: 318-676-5496

### Federal Mail

Human Resources  
Leonard C. Barnes Admin. Bldg.  
3050 Martin Luther King Jr. Dr.  
Shreveport, LA 71107