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# EMPLOYEE INFORMATION CHANGE REQUEST

EFFECTIVE DATE:

## EMPLOYEE'S CURRENT INFORMATION:

NAME: \_\_\_\_\_ EMPLOYEE ID #   
DEPARTMENT: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

## REASON FOR CHANGE:

- New Last Name\*       New Address       Marital Status Change  
 New First Name\*       New Phone Number       Education Credentials Update\*\*

\* Requires a new I-9 Form and a copy of government issued ID  
 \*\* Requires a copy of an official document the update is based on

## EMPLOYEE'S NEW NAME:

LAST NAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_ M.I. \_\_\_\_\_

## EMPLOYEE'S NEW ADDRESS:

STREET: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## EMPLOYEE'S NEW MARITAL STATUS:

- Married       Separated       Divorced       Widowed

## EMPLOYEE'S EDUCATION CREDENTIALS UPDATE:

*Newly Acquired Postsecondary Degree(s) - Please provide HR department with a copy of each listed credential.*

NAME OF THE INSTITUTION	LOCATION	MAJOR	DEGREE	DATE RECEIVED

*Newly Acquired Certificate(s)/License(s) - Please provide HR department with a copy of each listed credential.*

NAME OF THE LICENSE/CERTIFICATE	DATE RECEIVED	EXPIRATION DATE (IF ANY)	DESCRIPTION

EMPLOYEE SIGNATURE : \_\_\_\_\_ \_\_\_\_\_ Date

HR REPRESENTATIVE: \_\_\_\_\_ \_\_\_\_\_ Date  
Signature      Name

**DOWNTOWN BROOKLYN**  
 81 Willoughby Street  
 Brooklyn, NY 11201  
 Tel.: 718 - 522-9073

**MIDTOWN MANHATTAN**  
 1293 Broadway/One Herald Center  
 New York, NY 10001  
 Tel.: 212-672-6450

**NORTH MIAMI BEACH**  
 3909 N.E. 163rd Street  
 North Miami Beach, FL 33160  
 Tel.: 786-279-1740