

Personal Data Change Request



Please complete the following information and provide any required documentation for changes. If you are providing legal or identity documentation, please deliver this form in person. Photo identification must have a clearly reproduced picture to be considered valid when provided. Please allow 3-4 business days for processing. Only complete the areas below that you are seeking to change.

Current Name

First Name: _____ Last Name: _____ Middle Initial: _____

1) Address Change

Street Address _____

City _____ State _____ Zip Code _____ Country (If other than USA) _____

Emergency contact relationship:

Telephone Number _____

Spouse Parent In-law

Emergency Contact _____

Emergency Contact Telephone _____

Friend Other _____

2) Legal (Of Record) Name/Gender Change

For your protection, SUNY Orange requires documentation for any LEGAL name or gender changes.

New Legal Name: _____ Former Name: _____

Legal Gender Change ☐ Male ☐ Female

Requesting Email Address/Username Change? ☐ Yes ☐ No

3) Preferred Name Change

SUNY Orange recognizes the needs of employees who wish to be identified by a name or gender identity that differs from their legal status. We are also committed to protecting employee privacy in order to ensure that employees are treated in a manner consistent with their identity.

New Preferred Name: _____ Former Name: _____

Documentation Required for LEGAL (Of Record) Name and Gender Changes

To legally change your name or gender, you must provide two forms of identification. Both forms of ID must provide your new name and/or gender. At least one form must be an official or court-approved form of ID such as a U.S. Passport (or card), state or territory-issued driver's license, Sheriff/NYS Identification Card, court order, Divorce/Marriage Certificate, or U.S. Military ID. For gender changes, at least one form of ID must be your state-issued driver's license/non-driver ID or U.S. Passport.

SUNY ORANGE OFFICE OF HUMAN RESOURCES USE ONLY

Documentation Provided (Check All That Apply)

☐ Court Order ☐ Divorce Documents ☐ Birth Certificate ☐ Marriage Certificate ☐ Naturalization Documents ☐ Passport ☐ SSN/Card

☐ Driver's License ☐ US State-issued ID card (Non-Driver ID) ☐ Other Legal Documentation: _____

Documentation Reviewed and Processed By: _____ Date: _____

Signature of Employee

A signature is required for ALL changes.

Signed: _____ Date: _____

HR USE ONLY: ☐ Banner ☐ Access ☐ RISK Mgmt (benefits only) ☐ Payroll

Verified by: _____