

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)

Telephone Number _____

Emergency contact relationship:

Spouse Parent In-law

Friend Other _____

Emergency Contact _____ Emergency Contact Telephone _____

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: _____