



Personal Identification Change Form

Please attach at least two valid forms of Identification (at least one Photo ID is required):

- Driver's License
- U.S. Military Card
- NYS Identification Card
- Divorce/Marriage Certificate
- Court Action
- Social Security Card (required for Employees and to change your social security number)
- U.S. Passport or U.S. Passport Card

Current Last Name _____ **Current** First Name _____

Undergraduate Graduate Other _____

Student ID # 00- _____ Phone Number () _____

New Last Name _____ **New** First Name _____

New Middle Name or Initial _____ UAlbany E-mail address _____

Current Social Security # _____ If applicable, **New** Social Security # _____

Gender Change No _____ Yes _____

One of the following forms of ID is required: DMV (state government issued) License or U.S. Passport

Other Demographic Change _____

If you answer yes to the following questions, you must contact Human Resources (518) 437-4700 to make changes to your name or social security number for payroll and/or benefits purposes. Additional documentation may be required.

Are you currently employed at the University of Albany? ___Yes ___No

Are you a Graduate, Research or Teaching Assistant, Work Study Student? ___Yes ___No

Student Signature _____ **Date** _____

Office Use Only:

PS / Help Desk Ticket processed by _____ Date _____ DARS processed by _____ Date _____