



Human Resource Services
1515 Hughes Way, Long Beach, CA 90810
HRShelp@lbschools.net

Notice of Address/ Name Change Procedures

May 2015

Notice of Address/ Name Change Form

Employee submits Address/ Name Change form to Human Resource Services

Current information

All fields completed

New Address/ Telephone

All fields completed

Please enter a personal e-mail address

Name Change

All fields completed

Please request names changes by personally visiting the HRS lobby

Must provide a valid government issued photo ID and updated Social Security card for identification purposes

A weekly feed of updated information is provided to Risk Management for Health and Welfare benefits updates

This completes the process for classified employees

Certificated employees should:

- A) Be given the LACOE Change of Name Request to complete and mail to LACOE
- B) Notify CTC of the change by going to www.ctc.ca.gov Go to the Educator page.
There is no charge for making this change



HUMAN RESOURCE SERVICES
1515 Hughes Way, Long Beach, California 90810
(562) 997-8204 ❖ Fax (562) 997-8298

Notice of Address/Name Change

Important: After completing this form, the employee should keep the pink copy and forward the original to HRS. The form must be legible.

Current Information:

Name: _____

Employee number or Social Security number: _____

Job Site: _____

Title: _____

• **New Address / Telephone (Please complete all fields)**

Address: _____

City, State, Zip Code: _____

Telephone number: () _____

Cell phone number: () _____

E-mail address: _____

• **Name Change (Requires a revised social security card and a valid government issued photo ID to establish identity)**

New Name: _____

Effective date: _____

Note: If your beneficiary has changed as a result of the name change, please complete a new Beneficiary Information form. If you have direct deposit, make sure that your name is the same as on your bank account.

I hereby certify that the above information is correct. I agree to notify Long Beach Unified School District of subsequent changes of name and address.

Signature _____ Date _____

Online Date _____ Initials _____

HRS