

NAME CHANGE Social Security Update

If you change your name, be sure to tell both Social Security and your employer. This will ensure that your earnings will be properly reported by your employer and recorded in our records.

It is the policy of the Department of Administration, *not* to process name changes without an updated social security card. Your name on personnel records and payroll records must match.

To get a new Social Security card, you'll need identification showing your old name and your new name, such as a marriage certificate or divorce decree. If you were born outside of the U.S., you also need proof of your U.S. citizenship or that you are lawfully in the U.S.

Click Here For Application

[get a new card from Social Security with your new name.](#)

Please ensure Human Resource Management gets a copy of your new social security card and the I-9 Verification update.

Your request will not be processed without this information.