



Employee Name: \_\_\_\_\_  
Last First Middle

Employee N-Number: \_\_\_\_\_

**Legal Name Change Information:**

Current and former UNF students must also submit a Personal Information Update Form to the Registrar’s Office if they wish for their student records to be updated. To obtain the Personal Information Update Form visit the One-Stop Student Services website, [www.unf.edu/onestop/registrar](http://www.unf.edu/onestop/registrar), or stop by One-Stop Student Services (Building 53, Suite 1700).

**Legal Name Change:** Employee **must** provide updated social security card indicating legal name change when form is submitted, (copies are not accepted).

New Legal Name: \_\_\_\_\_  
Last First Middle

**Preferred First Name:** Photo ID must be presented. Preferred first name will appear on UNF email, Canvas and the UNF Directory only.

Preferred First Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HR USE ONLY**

Checklist:

Date Completed:

( )	PPAIDEN, Current Identification, Last/First/Middle Name or Preferred First Name	
( )	PEAEMPL, United States Regulatory, Social Security Name	
( )	Perfect Compliance I-9 (Employment determine if needed)	
( )	Employee Personnel File	

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_