



Legal Name Change Form

Return completed/signed form to your Campus Human Resource Office indicated below.
As a reminder, you should change your name with Social Security if you have not already done so.

1. New Name

New Last Name

New First Name

MI

2. Former Name

Former Last Name

Former First Name

MI

3. USNH ID Number - 9 number:

4. Reason for Name Change (select one):

Legal Name Change. **Attach copy of Court Document authorizing name change.**

Change in Marital Status. **Attach copy of Marriage Certificate or Divorce Decree.**

5. Effective Date of Change:

6. Employee Signature & Date:

Signature

Date

Campus Human Resource Office Addresses:

Granite State College, Human Resources, 25 Hall Street, Concord, NH 03301

Keene State College, Office of Human Resource Management, 229 Main Street, Keene, NH 03435-1604

Plymouth State University, Human Resources, 17 High Street, MSC 14, Plymouth, NH 03264-1595

University of New Hampshire, Human Resources, 2 Leavitt Lane, Durham, NH 03824

University System of New Hampshire, Human Resources, 5 Chenell Drive, Suite 301, Concord, NH 03301