



# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



## Change of Address / Name Change

### LOCATION

Chabot College       Las Positas College      *District:*  Hayward       Livermore       Dublin

### POSITION CLASSIFICATION

**FACULTY:**

Full-time  
 Part-Time

**CLASSIFIED:**

Full-time/Part-time  
 Confidential/Supervisory  
 Short-term

**MANAGEMENT:**

Administrator

**OTHER:**

Professional Expert  
 Student Assistant  
 Volunteer  
 Retiree

### IF CHANGING ADDRESS, PLEASE FILL OUT INFORMATION BELOW.

(Please print information clearly and provide only new information.)

Effective date of change: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      SSN or W#: \_\_\_\_\_  
Name: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
(Street & Number) (City) (State/Zip)  
Mailing address: \_\_\_\_\_  
(If different from Residential Address) (Street & Number) (City) (State/Zip)  
Contact #: ( ) \_\_\_\_\_  cell  home  office      Alternate #: ( ) \_\_\_\_\_  cell  home  office  
Email address: \_\_\_\_\_  
Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### IF CHANGING YOUR NAME, READ AND FILL OUT BELOW.

(Please print information clearly.)

- Update your social security card with the Social Security Administration.
- When your new card is received, please visit the Office of Human Resources at 7600 Dublin Boulevard, 3<sup>rd</sup> Floor, Dublin CA 94568, in order to officially confirm your changes.\*
- Be sure to bring your social security card and the items noted below.

Effective date of change: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      SSN or W#: \_\_\_\_\_  
Previous name: \_\_\_\_\_  
New name: \_\_\_\_\_  
Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*HR Staff verification of new SSN card and one of the following:

Driver's License [must have new name]       Passport [must have new name]       Birth Certificate       Naturalization Foreign Passport with I94 per PERS requirement (Oct 2011).

HR staff signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### HUMAN RESOURCES / BENEFITS / PAYROLL USE ONLY

**Human Resources:**      **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Initials:** \_\_\_\_\_      **Update:**    HRA     People Adm   
**Benefits:**                      **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Initials:** \_\_\_\_\_      **Provided to:**    Benefits: \_\_\_\_\_  
**Payroll:**                        **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Initials:** \_\_\_\_\_                      Payroll: \_\_\_\_\_