



201 Sixth Street, Coronado, CA 92118-1799  
Tel. (619) 522-8900 ext. 1021 • Fax (619) 435-4672

## Notice of Change of Name or Address

### Change of

- Name
- Address
- Phone

\_\_\_\_\_  
Current Name

\_\_\_\_\_  
\* New Name

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
New Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number (Home)

\_\_\_\_\_  
Telephone Number (Mobile)

**\* Name changes for IRS, RETIREMENT, and SOCIAL SECURITY report CANNOT be processed unless a photocopy of the new corrected social security card and drivers' license is attached.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Location

Human Resources use only

PeopleSoft

Frontline

STRS/PERS if applicable

Revised 29 January 2026