### Name, Address, and Social Security Number Change Authorization Form

**Employees and Students (with a UNM Record) must apply for these changes in person. Two types of ID must be shown. Acceptable forms of ID are: a Social Security Card and a State or Federally issued Current Picture ID (drivers license, military ID, Passport, or Lobo Card). Black Ink Only**

**Name Change**

Print Name as it now appears in UNM record: Last, First, Middle, Suffix

Print New Name as it will appear in UNM record: Last, First, Middle, Suffix

**SSN Change**

Old/Current Social Security Number

New Social Security Number / I-9 Required  
*Employees Only*

Birthdate

Home Telephone Number

UNM email address

**Address Change**

New Mailing Address

City

State  Zip Code

Home Telephone Number

Country

**For Official Use Only:**

Processed by:  

SDS Code

[http://www.unm.edu/~hr/forms/viewall.htm](http://www.unm.edu/~hr/forms/viewall.htm)

Last revised: 12/16/2005
**Social Security Number Change:**

Proper forms of identification

- Social Security Card

Plus a photo ID

- Driver’s License
- Passport
- Lobo ID
- Military ID

NOTE: An employee must also fill out a new I-9.

**Name Change:**

Proper forms of identification

- Social Security Card

Plus a photo ID

- Driver’s License
- Passport
- Lobo ID
- Military ID

NOTE: The name must be as it appears on the Social Security Card.
Address Change:

Address change only requires a valid picture-id.

Address: Try to enter the suffix AND the directionals. Leave punctuation out.
Example:
   112 Harvard Dr SE Apt 12
      not
   112 Harvard SE Apt. #12 or 112 Harvard Dr. Apt12

Directionals at the beginning of the address should be abbreviated.
Example:
   1122 E Vail St
      not
   1122 East Vail Street

Avoid extra spaces. You have 30 spaces to use, but you don’t need to use them all.
Example:
   115 Lead Ave SW Apt 12D
      not
   115 Lead Ave SW             Apt 12D

NOTE: SSN and Name Changes are performed in the Registrar’s Office, Admissions Office and Payroll. The supporting documents for the changes above are copied and filed in the office that performed the change. The supporting documents are faxed to other offices as required. Remember many people are both Students and Employees at UNM.