



# DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES

## Report of Change of Name, Address or Other Information

(To Update Employment, Civil Service, Examination and/or EEO Recruitment Records, also complete page 2)

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Department/Agency: \_\_\_\_\_ Date of Change: \_\_\_\_\_

1. This section must be completed. Please check as appropriate:

I am a current or former employee of the Dutchess County Government or Dutchess Community College.

I am a current or former employee of a city, town, village, school district or special district in Dutchess County.

I am not a current or former employee as described above.

Please state any other names you have used in employment: \_\_\_\_\_

<p>2. This section must be completed if there is a change in name or address.</p> <p>Name*: _____</p> <p>Legal Residence: _____</p> <p>Mailing Address (if different): _____</p>	<p>Change to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3. Current employees: please complete this section for other applicable changes.

Marital status:

Veteran status:

Exempt Volunteer Firefighter Status:

Home phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Your personal email: \_\_\_\_\_

Emergency contact info: \_\_\_\_\_  
Name / relationship / phone #

**Reminder:** It is your responsibility to notify other necessary agencies, organizations and/or individuals of the above changes (Social Security Administration, Retirement System, Deferred Compensation, Insurance Companies, Unions, etc. \*A name change will not be processed until you provide Human Resources proof you have updated the Social Security Administration).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

