

Amelia County Public Schools

8701 Otterburn Road, Suite 101
Amelia Court House, Virginia 23002

Jack McKinley, Ed.D
Division Superintendent

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Employee Personal Information Change Form

Please complete this form to update the information we currently have on file for you in the Human Resources or Finance Departments. The completed form can be returned to the HR Dept.

Employee/Retiree Full Name: _____		
SS #: XXX-XX-_____ (last four numbers only)		
Position: _____		Location: _____
Signature: _____		
Change Requested		
Name Change <input type="checkbox"/>	Address Change <input type="checkbox"/>	Telephone Change <input type="checkbox"/>
Name Change		
Current Full Name: _____		
New Full Name (First, Middle Initial, Last): _____		
IMPORTANT: - legal proof of name change must be attached to this form – (court papers, license, decree, social security card)		
Address Change		
<u>Old Address Information:</u>		
Street/P.O. Box _____		
City _____	Zip Code _____	
<u>New Address Information:</u>		
Street/P.O. Box _____		
City _____	Zip Code _____	
Phone Change		
New Home Phone: _____		New Cell Phone: _____

HR will make copies for: Personnel file, HR, technology/email, finance