

## **HOW TO CHANGE YOUR NAME ON A SOCIAL SECURITY CARD**

### **Documents for a Name Change**

If you need to change your name on your Social Security Card for marriage, divorce, court order, or for any other reason, you must show the Social Security Administration a recently issued document as proof of your legal name change. Documents that the Social Security Administration may accept to prove a legal name change include:

- Marriage Document
- Divorce Decree
- Certificate of Naturalization Showing a New Name
- Court Order for a Name Change

If the document you provide as evidence of a legal name change does not give the Social Security Administration enough information to identify you in their records, or if you legally changed your name more than two years ago, you must provide The Social Security Administration with additional documentation.

To update your name in your personnel records, you must provide a copy of your newly issued Social Security Card to State Finance. You may take a copy to your local HR Field office to send to State Finance on your behalf or you may send the request directly to State Finance via interoffice mail or by faxing a copy to 801-538-3244.