



Human Resources & Payroll  
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
 Phone: 703-993-2600; Fax: 703-993-2601

**Change of Name Form**

Please complete this form and return it via secure interoffice mail to Human Resources & Payroll, MS 3C3. We are located in Alan and Sally Merten Hall Room 4100 should you wish to hand deliver. **Please do not email documents that contain your social security number.**

**Name Change:**

Change name from:    
 (Please Print) First Middle name or Initial

Last

Change name to:

(Please Print)    
 First Middle name or Initial

Last

Please attach a copy of your updated Social Security Card with your new legal name.



Signature  Contact Phone #

Printed Name  G #

Department

Remember; emergency contact information can be updated on [Patriot Web](https://patriotweb.gmu.edu/). <https://patriotweb.gmu.edu/>

**\*For HR use only\***

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