



NORFOLK STATE UNIVERSITY

Human Resources
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NAME CHANGE

TO: HUMAN RESOURCES

FROM: Employee Requesting Name Change

Employee Identification Number

RE: Name Change

DATE:

I would like to request my name to be changed from to

Note: I understand my name cannot be changed on record, until I can furnish a copy of my social security card, showing that I have changed my name with the Social Security Administration.

Signature

Keyed & Forwarded to Payroll (Initial)

Date