



Human Resources
700 Park Avenue, Suite 210
Norfolk, Virginia 23504-8004
Tel: (757) 823-8160 / Fax: (757)823-2805

CHANGE OF ADDRESS REQUEST FORM

EMPLOYEE NAME (Print):
DATE OF REQUEST: NSU ID#:
EMPLOYMENT STATUS: HOURLY CLASSIFIED FACULTY / ADMINISTRATOR

MY ADDRESS HAS CHANGED AS INDICATED BELOW:

NEW ADDRESS:
CITY: STATE: ZIP CODE:
NEW TELEPHONE NUMBER:

PREVIOUS ADDRESS ON FILE:

PREVIOUS ADDRESS:
CITY: STATE: ZIP CODE:
PREVIOUS TELEPHONE NUMBER:

Employee Signature:

Date Signed:

HUMAN RESOURCES OFFICE ONLY

Keyed By: (Copy will be forwarded to Payroll)

Date Keyed: