



## **Procedures for Requesting Change of Name and Address**

ACS Employees who wish to make a change of name and or address must follow the below instructions to make the necessary changes.

### **ACS Change of Name and/or Address**

- Click [here](#) to electronically update your name, address or phone number.
- A copy of the new Social Security card bearing the name as requested for change must be uploaded when an employee wishes to change their legal name.
- Upon receipt of the name change request and Social Security card the name change will be completed by Human Resources for records and payroll purposes, then forwarded to Technology for change in Google Mail .
- Please do not ask local school technology staff to change email addresses.

### **ALSDE Change of Name and/or Address**

- The State Department of Education requires this form to be completed in order to change names and addresses for Professional Educator or Leadership Certificates.
- The ALSDE Change of Name or Address form is available by clicking [here](#).

### **PEEHIP Change of Name and/or Address**

- Name and/or address changes for PEEHIP will be completed by the ACS Payroll Department.

*Name and/or address changes associated with organizations, credit unions, etc. must be handled by the employee directly with the specific organization(s).*