



## Legal Name Change Form

Return completed/signed form to your Campus Human Resource Office indicated below.  
As a reminder, you should change your name with Social Security if you have not already done so.

### 1. New Name

New Last Name	New First Name	MI

### 2. Former Name

Former Last Name	Former First Name	MI

### 3. USNH ID Number - 9 number:

### 4. Reason for Name Change (select one):

- Legal Name Change. **Attach copy of Court Document authorizing name change.**
- Change in Marital Status. **Attach copy of Marriage Certificate or Divorce Decree.**

### 5. Effective Date of Change:

### 6. Employee Signature & Date:

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Signature

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Date

#### Campus Human Resource Offices

Keene State College  
229 Main Street, Keene, NH 03435-1604  
[KSC-HumanResources@keene.edu](mailto:KSC-HumanResources@keene.edu)

Plymouth State University  
17 High Street, Plymouth, NH 03264-1595  
[PSU-HumanResources@plymouth.edu](mailto:PSU-HumanResources@plymouth.edu)

University of New Hampshire  
2 Leavitt Lane, Durham, NH 03824  
[HR.Services@unh.edu](mailto:HR.Services@unh.edu)

University System of New Hampshire  
5 Chenell Drive, Suite 301, Concord, NH 03301  
[Human.Resources@usnh.edu](mailto:Human.Resources@usnh.edu)