



Danville Area Community College

Admissions & Records (Students) — Human Resources (Employees)

2000 E. Main Street

Danville, IL 61832

Admissions & Records Phone: 217.443.8801 — Human Resources Phone: 217.443.8757

Address/Name/Social Security Number Change

Name: _____

SSN/Colleague ID#: _____

Date of Birth: _____

Please change Danville Area Community College records to reflect my new:

Address (Box A)

Name (Box B)

Social Security Number (Box C)

Signature: _____

Date: _____

Box A

Address Change

New Address

Street Address

Telephone

City

State

Zip

Box B

Name Change (Legal Documentation required — Marriage Certificate, a Court Order, or a Dissolution Decree certifying the name change & a picture ID) **A change of name must be completed with the Social Security Administration prior to changing a name with Danville Area Community College. A copy of the new Social Security card must accompany this form.**

Employees: New W4's are also required for a name change.

Former Name

New Name

First

Middle

Last

First

Middle

Last

Box C

Social Security Number Change (Copy of Social Security Card required & picture ID)

Former Social Security Number

New Social Security Number

Due to the danger of identity theft, persons who wish to change their name must provide a copy of their marriage license, a court order, or a dissolution decree certifying their name change. If your social security number is incorrect you must provide a signed social security card as well as a photo ID. Please send a photo copy of one of these documents, a copy of a photo ID, address, name, social security card and this form completed by mail or fax.