Danville Area Community College

Address, Name, Social Security Number Change Form

Admissions & Records (Students): 217.443.8800
Human Resources (Employees): 217.443.8757
2000 E. Main Street
Danville, IL 61832

Please Print Clearly:

Name: _____ Date: _____
Last First Middle

Student or Colleague ID#: _____ Birthdate: _____

Please Change Danville Area Community College records to reflect my new/corrected:

☐ Address (Go to Box A) ☐ Name (Go to Box B) ☐ Social Security Number (Go to Box C)

Box A: Address Change

New Address:

_____ _____
Street Address Telephone

_____ _____ _____
City State Zip

Box B: Name Change

Legal Documentation required: A driver's license or picture ID and an updated social security card. A change of name must be completed with the Social Security Administration prior to changing a name with Danville Area Community College. Employees: New W4's are also required for a name change.

Former Name

_____
Last First Middle

New Name

_____
Last First Middle

Box C: Social Security Number Change

If your social security number is incorrect, you must provide a signed social security card as well as a photo ID. Please bring a photo ID and social security card to the Admissions Office (for students) or the Human Resources Office (for employees). Court orders are required for legal social security number changes.

Former/Incorrect Social Security Number

_____

New/Corrected Social Security Number:

_____