



## Where to bring this form:

- If you have a Graduate, Teaching, or Project Assistantship: Bring this form and required documents to the UNM HR Service Center, 1700 Lomas Boulevard NE, (505) 277-6947
- If you are a student employee: Bring this form and required documents to the Student Employment Office at Mesa Vista Hall North 1st floor, (505) 277-3511
- If you are faculty or staff, bring this form and required documents to the appropriate employment area:
  - Staff: UNM HR Service Center, 1700 Lomas Boulevard NE, (505) 277-6947
  - Main and branch campus faculty: UNM HR Service Center, 1700 Lomas Boulevard NE, (505) 277-6947 (for branch campus faculty, go to your nearest branch campus HR office)
  - HSC faculty: HSC Faculty Contracts Office, HSC Library Building, West entrance, Suite 130, (505) 272-4231
  - HSC SOM faculty: Office of Faculty Affairs & Career Development, Reginald Heber Fitz Hall, Room 180, (505) 272-8268, som-facultyaffairs@salud.unm.edu
  - Medical residents/fellows: UNM GME Residents/Fellows, 915 Vassar St NE, West entrance, Suite 120, (505) 272-6225
- If you are a student at UNM and **not also an employee**, bring this form and required documents to the Enrollment Management office on your campus:
  - Main campus: Enrollment Management One-Stop, Mesa Vista Hall North, (505) 277-8900
  - Gallup campus: Registration Office, SSTC-221, (505) 863-7500
  - Los Alamos campus: Building 1, Room 105, (505) 661-4688
  - Taos campus: Student Enrollment Department, 1157 County Road 110, (575) 737-6215
  - Valencia campus: Student Services, (505) 925-8560

## What documents to bring with you (required documents):

### All changes require one of the following photo IDs:

- Driver's License
- State-issued ID
- Passport
- Military or Federal ID, including Permanent Resident and Employment Authorization cards

*In addition, certain changes require additional documentation, as follows:*

### Name Change and Social Security Number/ ITIN Change

One of the following:

- Social Security card reflecting new name
- Individual Taxpayer Identification Number card

*Notes:*

- Employees must also fill out a new 1-9, if necessary.
- Name on SSN or ITIN card and photo ID must match.
- On name change, name must be entered into Banner exactly as it appears on the Social Security Card.

### Date of Birth Change

One of the following official ID documents that displays date of birth:

- Birth certificate
- Driver's License
- State-issued ID showing date of birth
- Passport
- Military or Federal ID showing date of birth

### Address Change and Gender Marker Change

No additional documentation is required other than proof of ID