



# **Social Security Number Change:**

Proper forms of identification

- Social Security Card

Plus a photo ID

- Driver's License
- Passport
- Lobo ID
- Military ID

NOTE: An employee must also fill out a new I-9.

# **Name Change:**

Proper forms of identification

- Social Security Card

Plus a photo ID

- Driver's License
- Passport
- Lobo ID
- Military ID

NOTE: The name must be as it appears on the Social Security Card.

# Address Change:

Address change only requires a valid picture-id.

Address: Try to enter the suffix AND the directionals. Leave punctuation out.

Example:

112 Harvard Dr SE Apt 12

not

112 Harvard SE Apt. #12 or 112 Harvard Dr. Apt12

Directionals at the beginning of the address should be abbreviated.

Example:

1122 E Vail St

not

1122 East Vail Street

Avoid extra spaces. You have 30 spaces to use, but you don't need to use them all.

Example:

115 Lead Ave SW Apt 12D

not

115 Lead Ave SW

Apt 12D

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NOTE: SSN and Name Changes are performed in the Registrar's Office, Admissions Office and Payroll. The supporting documents for the changes above are copied and filed in the office that performed the change. The supporting documents are faxed to other offices as required. Remember many people are both Students and Employees at UNM.