



Change of Personnel Records

TO BE RETURNED TO: Director of Human Resources
Anne Arundel County Public Schools
2644 Riva Road · Annapolis, Maryland 21401-7393

Effective Date

Present School/Office Position Held Telephone (Area Code + No.)

Name on Record (Last) (Jr., Sr., III) (First) (M.I.) (Maiden Name, if applicable)

Employee Status (check one)

- Active (currently employed w/ AACPS) Inactive (Retired Resigned Terminated)

Name Change ONLY

Social Security Number

Name Change (Last) (Jr., Sr., III)

(First) (M.I.)

Reason for Change

- Status Change (Marriage, Divorce) Official Court Order Change Citizenship Status Change

To notify AACPS of a legal name change, employees must submit two documents: copy of social security card reflecting the new name and one (1) of the following official documents: Marriage document, Divorce Decree (specifically stating your name change from your old name to your new name); Court Order for a name change from old to new name; Certificate of Naturalization

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. Questions can be directed to AACPS Division of Human Resources

Address/Phone Number Change

Social Security Number

Street

Apt. No., Box No.

City State Zip Code

Name of county if address is in Maryland Country (if applicable)

Phone

Employee Signature

Date

For Official Use Only: Payroll: Employee Benefits: Retirement: Filed in OPF: