



Legal Name Change Form

Please use **BLUE** or **BLACK** ink **ONLY**

TO BE RETURNED TO: Human Resources - Employee Records File Room (ERFR)
Anne Arundel County Public Schools
2644 Riva Road • Annapolis, Maryland 21401-7393

You must notify Benefits (410-222-5221) within 31 days of a qualifying event or wait until the next Open Enrollment to make changes to your current benefits packages

Current Information

Current Name (Last)	(First)	(MI)	Today's Date
Present School/Office	Current Position	Telephone (Area Code + No.)	

Employee Status (check one)

- Current Permanent Employee
 Current Substitute Teacher
 Current Temporary Employee
 Former Employee

New Legal Name Information

Employee ID

Social Security (Last 4 digits)

New Name (Last)

(Jr., Sr., III)

(First)

(M.I.)

Reason for Change (choose one)

- Marriage
 Divorce
 Official Court Order Change
 Citizenship Status Change

To notify AACPS of a legal name change, employees must submit this form and the following three additional documents:

- 1) a legible copy of your **SIGNED**, new social security card reflecting the new name **AND**
- 2) **one** copy 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
- 3) Nepotism form—using your new name

The signed and dated Legal Name Change Form must be accompanied with the **two required documents**. You may submit the required copies of documents to a confidential fax 443-458-0137. You will receive a confirmation once your name change is processed with additional instructions. You may be contacted if a new I-9 Employment Eligibility Verification Form needs to be completed. All copies of documents submitted must reflect evidence of official seals and should be apparent on the copies submitted unless it is embossed by the issuing agency. Questions can be directed to Employee Records File Room (ERFR) Division of Human Resources AACPS at 410-222-5098 or ERFR@aacps.org.

Required	_____	_____
	<i>Employee Signature</i>	<i>Date</i>

Office Use Only	Employee Records	_____	_____	<input type="checkbox"/> HR Personnel System	<input type="checkbox"/> HR Tracking	<input type="checkbox"/> File Labels	<input type="checkbox"/> I-9	<input type="checkbox"/> Filed in OPF
	File Room (ERFR):	Date	Initial					



Notice of Nepotism Policy

Name	Position	Location
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Your attention is called to Board of Education Policy 800.05 dealing with nepotism. The Policy states:

- I. Only with the approval of the Board may an employee be assigned to a position which is responsible through the direct chain of supervision to another employee who is a member of the immediate family (parent, spouse, child, or sibling), to an in-law, or to a person who lives regularly in the household.
- II. Husband and wife may be employed in the same school on the approval of the principal.

In order to comply with this policy, it will be necessary for you to complete the following:

- The following immediate family members (*father, mother, wife, husband, sister, brother, son, daughter*) are employed by the Board of Education:

Name	Relationship
Position Title	Position Location

- The following relatives by marriage (*mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law*) are employed by the Board of Education:

Name	Relationship
Position Title	Position Location

- The following live regularly in my household and are employed by the Board of Education:

Name	Relationship
Position Title	Position Location

- I do not have any immediate family members, in-laws, or persons living regularly in my household who are employed by the Board of Education (*check if applicable*)

I affirm that the information provided by me on this form is correct to the best of my knowledge.

Signature of Employee

Date