



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 **three required documents**. You may submit the required copies of documents to a confidential fax at 443-458-0137 or via e-mail at ERFR@aacps.org. 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

Employee Signature

Date

Office Use Only

Employee Records File Room (ERFR):

Date

Initial

- HR Personnel System
 HR Tracking
 File Labels

I-9

- New
 Previous
 Yes ___ No ___
 Filed in OPF