



**STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
Human Resources
220 French Landing Drive
NASHVILLE, TN 37243**

RECORD OF CHANGE OF PERSONAL INFORMATION

REQUEST TO:

- CHANGE NAME *
- CHANGE ADDRESS
- CHANGE MARITAL STATUS *
- CHANGE HIGHEST LEVEL OF EDUCATION *
- VETERAN STATUS *

EMPLID# _____

SS#: _____ - _____ - _____

** Requires Copy of Official Legal Document*

NAME OF EMPLOYEE: _____
LAST, FIRST MIDDLE

CHANGE NAME TO : _____
LAST, FIRST MIDDLE

MARITAL STATUS: (CHECK ONE→) Single Married Divorced Widowed Separated

***NEW HOME ADDRESS:**

*Address must be a home residence or Post Office Box Number, it **cannot be a work address.**

STREET

****LEGAL COUNTY**

** (MUST BE COUNTY OF RESIDENCE. ALSO USED FOR INSURANCE PURPOSES)

CITY

STATE

ZIPCODE +4

_____/_____/_____
(Month) (Day) (Year)

SIGNATURE: _____

NOTE: Please do NOT save this form.

NOTE: This form will change your name, address, personnel/payroll/retirement records, insurance, and career service registers. Other Personal Information changes can be made by accessing ESS in Edison.

This form will not change your address on deferred compensation (401 K) or your credit union.

RETURN TO: Human Resources, 220 French Landing Drive, 4th Floor