



Legal Name Change Request

Employee Name

Employee Number

All name change request forms must be presented in person to Human Resources (Public Services Building, Suite 270), accompanied by appropriate documentation. Requests cannot be processed without proper documentation.

New Last Name

Previous Last Name

New First Name

Previous First Name

New Middle Name/Initial

Previous Middle Name/Initial

**Name change requests must be accompanied by one of the following documents:*

- *Updated Social Security card, updated passport, or updated US employment authorization card.*

Documentation Received by HR. Verified by/date:

Additional Items

Questions? Contact Human Resources at 503-846-8606 (x8606).

- If the name change is the result of a qualifying life event (marriage, divorce, etc.), the Benefits team needs to be notified separately. Time restrictions apply to the ability to make benefits changes. Contact the Benefits Information Line for further information, 503-846-8686 (x8686).
- If you have experienced a life event, you may want to take this opportunity to update any beneficiary information you have provided to the County.
- Any changes affecting tax status or direct deposit accounts need to be filed separately with Payroll. Forms can be found on Horizons.

I understand that by completing and submitting this form, I am authorizing Washington County to update my name of record for County recordkeeping, personnel, and payroll purposes, as well as for all appropriate benefit providers.

Employee Signature/Date

Washington County Human Resources 155 N. First Ave, Ste 270, MS 11, Hillsboro, OR 97124 503-846-8606 phone 503-846-3777 fax