

LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
CHANGE OF NAME REQUEST-CERTIFICATION

Please type or print **NEW** name EXACTLY AS YOU WOULD LIKE IT TO APPEAR on Official District Records. If hyphenated last name, indicate clearly.

<b>NEW LAST NAME</b>	<b>FIRST</b>	<b>MIDDLE</b>	<b>SOCIAL SECURITY NUMBER</b>
DISTRICT CODE <b>556</b>	NAME OF SCHOOL DISTRICT TO NOTIFY <b>Los Angeles Unified School District</b>		BIRTHDAY (MONTH/DAY/YEAR)
NAME AS IT CURRENTLY APPEARS ON OFFICIAL DISTRICT RECORDS (LAST, FIRST, MIDDLE)			
LIST ALL PREVIOUS NAMES			
REASON FOR REQUESTED NAME CHANGE – IF BY MARRIAGE, GIVE DATE AND PROVIDE COPY OF MARRIAGE CERTIFICATE			TELEPHONE NUMBER
COMPLETE ADDRESS (NUMBER, STREET, CITY STATE, ZIP CODE)			
SIGNATURE OF REQUESTOR (NEW NAME)			DATE SUBMITTED

**Los Angeles Unified School District Pers ID/Employee No:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Work Location:** \_\_\_\_\_

**INSTRUCTIONS FOR REQUESTING A NAME CHANGE**

In addition to this CHANGE OF NAME REQUEST, sign and forward the forms below via school mail to:  
**EMPLOYEE RECORDS UNIT, Beaudry Bldg. 14<sup>th</sup> floor, Attention: Name Change Clerk.**

- Address Card – Form 8201
- Warrant Recipient Designation Card – Form 60.467 (*contact payroll*)
- Federal Tax Exemption Card – Form W4 (*contact payroll*)
- State Withholding Tax Card – Form DE-4 (*contact payroll*)
- Notarized Affidavit Regarding Change of Name – Form 8000 (*Is required when name is being change as it currently appears on Official District Records.*)

Failure to complete and sign the required documents may result in a delay in processing the name change.

**DO NOT USE YOUR NEW NAME FOR SCHOOL DISTRICT PURPOSE UNTIL YOU HAVE RECEIVED YOUR COPY OF THIS NOTICE.**

FOR HUMAN RESOURCES OFFICE USE ONLY			
TR#	BY:	REF #:	AUDIT
Employee Records Control Distribution:			
Original: (Certificated) County; (Classified) Classified Employment Transaction Services Branch			
Employee Records Control Unit		Employee Health Services Unit	
(Certificated) Assignment Unit; (Others) Classified Retirement Unit		Employee (after processed by Employee Records Control Unit)	

**FOR COUNTY OFFICE USE ONLY**

CERTIFICATION DATE	VERIFIED BY	AFFIDAVIT	CHANGE OF BENEFICIARY	RETIREMENT DATE	VERIFIED BY
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