

INSTRUCTIONS FOR UPDATING PERSONAL DATA

(Please note: Original documents must be presented and photocopies are not acceptable.)

CHANGE OF ADDRESS:

- ❖ Post office box numbers are **NOT** acceptable

RECOMMENDED PROOF(S) FOR CHANGE OF NAME:

- ❖ Naturalization papers (certificate and court order)
- ❖ Certified court order authorizing the change of name (e.g. divorce decree)
- ❖ Original marriage certificate and/or license
- ❖ If your name is misspelled, please present your birth certificate, passport, social security card or tax returns verifying the correct spelling

CHANGE OF SOCIAL SECURITY NUMBER:

- ❖ The Social Security Card must be presented for inspection
- ❖ No changes to Social Security Numbers are processed during the last three weeks of the term or during periods of registration

RECOMMENDED PROOF(S) FOR CHANGE OF DATE OF BIRTH:

- ❖ Birth Certificate
- ❖ Naturalization Papers
- ❖ Alien Registration Card
- ❖ Medicare Card
- ❖ Passport
- ❖ Driver's License

