THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY
OFFICE OF HUMAN RESOURCES
5775 Osceola Trail
Naples, Florida 34109-0919
(239) 377-0335 (Phone)
(239) 377-0385 (Fax)

Comp	Benefits	Staffing
Sub	Badge	

ADDRESS AND NAME CHANGE FORM

Please complete all applicable areas:

- ☐ ADDRESS CHANGE
- ☐ PHONE NUMBER CHANGE
- ☐ NAME CHANGE
  (*See Below for Required Documents)
- ☐ EMAIL CHANGE
  (You will need to place a Work Order)
  http://workorder.ccps/eService/

Name

Employee ID Number (Required)

Change Name To (if applicable)

Marital Status

Residence Address City State Zip Code

Mailing Address *(Leave blank if same as above)* City State Zip Code

Home (Area Code) Phone Number

Cell (Area Code) Phone Number

Emergency Contact Name / Relationship

Emergency Contact (Area Code) Phone Number

Instructional personnel **MUST** also change their address on the DOE website: https://certify.fldoe.org

* **In order for your name to be changed, the following items must be completed in your new name and accompany this form:**

- ☐ Social Security Card (copy) in the new name (Please be sure to sign the new card)
- ☐ W-4 **(available online)*

To update any Benefit information, including your life insurance beneficiary, please contact the Benefits Office at (239) 377-0340 or benefits@collierschools.com.

Signature Date

* *

Please return the completed form with your signature and date to the Human Resources Department.

To send the completed form electronically, please fill out the form, save it and then send as an attachment to compensation@collierschools.com and include "Address and Name Change Request" as the subject.

THE COLLIER COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL ACCESS / EQUAL OPPORTUNITY INSTITUTION FOR EDUCATION AND EMPLOYMENT