



COLLIER COUNTY PUBLIC SCHOOLS
 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: <input type="checkbox"/> Address Change <input type="checkbox"/> Phone Number Change <input type="checkbox"/> Name Change (Documentation Required) <input type="checkbox"/> Email Change (Work Order Required)	<hr/> Name <hr/> Employee ID Number (Required) <hr/> Change Name To (if applicable) <hr/> Marital Status (if applicable)
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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

Personal Email

Instructional personnel MUST also change their address on the DOE website:
<https://flcertify.fldoe.org/datamart/login.do>

For name to be changed: the following items must be completed in your new LEGAL name and accompany this form:

- Social Security Card in the new name (must be signed)
- W-4 (available online)

FOR NAME CHANGE: Present documents to the Human Resources Department or to site Office Manager – Office Manager to copy the original signed Social Security card and fax the completed form and documentation to the Compensation fax at 239-377-0385. Do not scan/email documents.

Signature Date

For ADDRESS/PHONE NUMBER CHANGES, submit the completed form to the Human Resources Department or save the completed form as a PDF and send as an attachment to compensation@collierschools.com. Include "Address and Name Change Request" as the subject.

Name/Address change will update all employee records, including benefits-related records. To make changes to your benefits or beneficiaries, email the Benefits Office at benefits@collierschools.com or call (239) 377-0340.