



# Bay City Independent School District

520 Seventh Street • Bay City, Texas 77414 • (979) 401-1005 • Fax (979) 245-3175

## NAME CHANGE FORM:

For an employee to change his/her name on official BCISD records, both of the following original documents must be presented in person to the Human Resource Department at the Administrative Building along with this sheet.

1. An **original social security card** showing the employee's new name.
2. An **original valid photo ID** (ex., driver's license) showing the employee's new name.

*\*\*Providing original documentation in person to the Human Resource Department has protected employees from identity theft and ensures that earnings are reported correctly to TRS.\*\**

Employee ID Number: \_\_\_\_\_ Campus/Dept: \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

Current Name on your Official BCISD Records : \_\_\_\_\_

<b>(Please Print):</b>	<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
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New Name on your Official BCISD Records : \_\_\_\_\_

<b>(Please Print):</b>	<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
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I request my name be changed on official BCISD records to match my social security card.

\_\_\_\_\_  
**(Employee Signature)**

\_\_\_\_\_  
**(Date)**

Before coming to the Administrative Building, please contact Jordan Krauskopf to make arrangements to change to your records. Below is the Administrative Buildings address and her contact information.

**Contact Information:**  
 Administrative Building  
 Attn: Jordan Krauskopf  
 520 7<sup>th</sup> Street  
 Bay City, TX 77414  
[jkrauskopf@baycityisd.org](mailto:jkrauskopf@baycityisd.org)