

BAY AREA RAPID TRANSIT DISTRICT

NAME CHANGE REQUEST

Instructions: In order to change your name, you will need to complete this Name Change Request document. For changes to your Primary Name, you will need to **submit a copy of your social security card** reflecting your new name.

Please provide this form and supporting documentation to BART Human Resource Information System (HRIS) at the address shown below or faxed to 510-464-6254. All other personal information such as address, emergency contact, telephone and e-mail addresses must be changed using self-service.

Employee Name: _____

Employee Identification Number: _____

Effective Date: _____

I Name Change

Primary Name	Preferred Name (Nickname or Informal Name)
Current:	Current:
Former:	Former:

II Definitions

Primary Name: The name that appears on the following, but not limited to, documents – W-2, payroll checks, official correspondence, health and pension enrollments, etc.

Preferred Name: The name you may use on non-official documents, or proceedings. For example, if Robert Doe is your Primary Name, but you go by Bob then Bob Doe would be your Preferred Name.

Documentation: In order to process your name change, please submit a copy of the following documents with your new name to the Human Resource Information Systems (HRIS) group.

- Social Security Card

III Employee Signature

Employee Signature

Date Signed

IV HRIS Signature

HRIS Signature

Date Received

Date Entered

Mailing Address: BART HRIS, 300 Lakeside Drive, 20th Floor, Oakland CA 94612

FAX 510-464-6254

