

Longview Independent School District Human Resources Department

P. O. Box 3268
Longview, TX 75605

This form is used to make changes to your name as it appears on your personnel records. Your name will be changed to match the name appearing on the updated social security card. Please bring your social security card and driver's license to the Human Resources Department and a staff member will make a copy of these documents

Attached to this form is an I-9 form to be completed and is to be submitted with the updated card and the license.

Thank you!

CHANGE OF NAME NOTIFICATION

Social Security Number: _____

Name Currently on
LISD Records: _____

New Name: _____

Signature: _____

_____ Date

Revised December 2021