



NC Department of Public Safety Personal Data Change

PLEASE TYPE OR PRINT LEGIBLY

TO: DPS Central Human Resources Office/Records Section
214 W. Jones Street / 4203 MSC
Raleigh NC 27699-4203

Date completed: _____

FROM: HR Contact Authorizing Change _____

UNIT: _____

Name as currently listed in BEACON _____

Personnel Number _____ Last four (4) digits of Social Security Number _____

Position Title _____ Certified Position Yes No

Division/Section _____

Complete all associated fields:

Name Change Is copy of revised Social Security Card attached to support this name change?

If "NO," visit your local Social Security Office to officially change your name. For online Social Security Card application and/or information visit: <http://www.govservices.us/2/?gclid=CNu7lovCubkCFYqZ4AodExEADQ>. if completing or viewing this form electronically, just click on the hyperlink to go to this site.

New Legal Name (as it appears on Social Security Card)

(First) (Middle) (Last)

Marital Status Change (This is not a required field.)

Divorced Married Separated Single Widowed

Other Changes Needed (Proper documentation will be required, e.g., Driver's License for a Date of Birth change, etc.)

**I verify that the information provided is true, accurate and complete to the best of my knowledge.
Note: Signature/Date entered below is of the person completing this form.**

Employee Signature _____

Date _____

IMPORTANT NOTES:

1. Personal data changes represented on this form will be updated in the SAP system and forwarded electronically to:
 - A. NC Flex, B. State Health Plan, C. Retirement System, and D. 401k, and E. Deferred Comp.
2. To change your personal data for MetLife contact DPS Payroll
3. Contact your vendors directly to make personal data changes for contracted Supplemental /Agency specific insurance:
 - A. American Heritage Heart/Stroke, B. Colonial Cancer, C. Professional Disability, D. Protective Life, E. Prudential Long Term Care, and F. any other non contracted companies (Jefferson Pilot, SEANC, SECU, etc.)