



BERKELEY UNIFIED SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES Phone: (510) 644-6150
 2134 Martin Luther King Jr. Way Fax: (510) 644-6151
 Berkeley, CA 94704-1180 www.berkeley.k12.ca.us

Change of Address or Name Form
(PLEASE PRINT CLEARLY)

Employee Number:	
Last Name:	
First Name:	
New Address:	
City:	
State:	Zip Code:
Telephone Number:	Cell Number:
Previous Address:	
City:	
State:	Zip Code:

Name Change Information

Previous Name:
New Name:
Reason for Change:
New Social Security Card must be noted and copied by HR.

Date:
Signature:
Position:
Classified <input type="checkbox"/> Certificated <input type="checkbox"/>

FOR OFFICE USE ONLY					
QSS	SUBFINDER	PERS	STRS	BENEFITS	ACCOUNTS PAYABLE