

# **INSTRUCTIONS FOR UPDATING PERSONAL DATA**

**(Please note: Original documents must be presented and photocopies are not acceptable.)**

## **CHANGE OF ADDRESS:**

- ❖ Post office box numbers are **NOT** acceptable

## **RECOMMENDED PROOF(S) FOR CHANGE OF NAME:**

- ❖ Naturalization papers (certificate and court order)
- ❖ Certified court order authorizing the change of name (e.g. divorce decree)
- ❖ Original marriage certificate and/or license
- ❖ If your name is misspelled, please present your birth certificate, passport, social security card or tax returns verifying the correct spelling

## **CHANGE OF SOCIAL SECURITY NUMBER:**

- ❖ The Social Security Card must be presented for inspection
- ❖ No changes to Social Security Numbers are processed during the last three weeks of the term or during periods of registration

## **RECOMMENDED PROOF(S) FOR CHANGE OF DATE OF BIRTH:**

- ❖ Birth Certificate
- ❖ Naturalization Papers
- ❖ Alien Registration Card
- ❖ Passport
- ❖ Driver's License

