



Address Change Form Non Employees

****Current Employees - Please use ESS/Access Jeffco to update your information****

COMPLETE ALL ITEMS BELOW:

Emp. ID #: _____ or Social Security #: _____

Name: _____
(Please Print) Last First Middle

New Address: _____

City: _____ State: _____

Zip Code: _____ County: _____ USA

Phone: _____

Email : _____

Signature: _____ Date: _____

Submit the completed form to Human Resources - Employee Records

- fax – 303-982-6520 or
- email - recordshr@jeffco.k12.co.us or
- Mail - Jefferson County Public Schools
1829 Denver West Drive, # 27
Golden, CO 80401
303-982-6500

HR Processed: _____
