

## Name Change

*If your name has changed, it is important for you to follow the steps below so that accurate employee information is maintained. This process cannot be completed through the iVisions Self Service Portal. If you have any questions, you may contact Talent Management at 480-541-1300.*

### What Talent Management Needs:

**New Social Security Card** Bring your **original**, signed social security card with your new name to Talent Management. We cannot accept the receipt from the Social Security Administration or a copy of your new social security card.

**Certificates/Arizona Department of Education** If you have a certificate issued by the Arizona Department of Education (ADE) it is required that the name on your certificate be updated as well. ADE's webpage is <http://www.azed.gov/educator-certification/> Go to **Application Forms** and download the *Application for Name Change/Duplicate Copy of Certificate*. Please bring in your new certificate to Talent Management, we will make a copy and update your electronic folder.

**Fingerprint Clearance Card** Contact the Arizona Department of Public Safety Fingerprint Clearance Card Unit at 602-223-2279. They will send a name change form directly to you. Please bring in or mail a copy of your new fingerprint clearance card to Talent Management MS #13.

Once Talent Management has viewed your new social security card, revised certificate, and fingerprint clearance card, we will notify those departments (benefits, payroll, and technology) that need your **new name** information. We will issue a new ID badge. Technology will change your email address upon receipt of the information from Talent Management.

### Things You are Responsible for:

1. **Kyrene Insurance** If you have insurance with the Kyrene Employee's Benefit Trust, the Benefits department has been informed of your new name. If you need to make **Kyrene** benefit changes due to a life event in addition to the name change, you **must** meet with Benefits to initiate the change by completing an updated benefits enrollment form. Their number is 480-541-1302.
2. **Arizona State Retirement** If you contribute to the Arizona State Retirement System (ASRS), please contact them directly at [www.azasrs.gov](http://www.azasrs.gov) or by calling 480-240-2000. They will advise you of the process to change your name and beneficiary.

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4. **Tax Forms** To change the status on your taxes, go to Departments on Kyrene School District's main webpage. Select Business Services, then Payroll. Download the tax form you need to update. Send a hardcopy to your payroll person at Payroll #1A.