ADMINISTRATIVE OFFICE
3401 E. 30th Street, Suite A
Farmington, NM 87402
Office: (505) 324-9840 | Fax (844) 833-2819
www.district.fms.k12.nm.us

INFORMATION UPDATE FORM

Date: _____

Name: _____

Employee ID: _____

ADDRESS AND PHONE NUMBER CHANGE

Previous Address: _____

New Address: _____

New Phone: _____

NAME CHANGE

Previous Name: _____

New Name: _____

*Copy of Marriage Certificate, Divorce Decree, or Court Documents required**

**Staff with an NMPED License must go on the PED website to request changes be made to their licensure file at the State. Forms are available on the PED website.*

H.R. OFFICE USE ONLY: IFAS _____ PS _____ AB _____ PG _____	**NAME CHANGE:** Documents received _____ Tech Notified _____