

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
CHANGE OF NAME FORM	POLICY #: OPR D 36.1	APPROVED: JUNE 21, 2016 REVIEWED:

CHANGE OF NAME FORM

Employees who change their legal name, or whose registration of a change of name is annulled, must notify Parkland College immediately and provide evidence of the name change using this form.

Current name on record:		
First Name	Middle	Last Name
Change name to:		
First Name	Middle	Last Name

A copy of Social Insurance Number card or Confirmation of SIN letter must be submitted with this form.

Signature

Date

Completed form and copy of supporting document can be emailed to humanresources@parklandcollege.sk.ca. Copy to be forwarded to Payroll department for processing.