

**Jefferson County Board of Education**  
Human Resources Department  
2100 18<sup>th</sup> Street South  
Birmingham, Alabama 35209

**Change of Name and/or Address**

**Effective Date of Name Change/New Address:** \_\_\_\_\_

**Old Information**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SSN:** \_\_\_\_\_

**New Information**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Please note: With all name changes, a copy of your social security card or application for name change must be attached.*