



### CHANGE OF NAME / ADDRESS

This form should be used by all DECD staff when changing name or address details. The purpose for collecting this information is to ensure the Department has accurate records.

#### Section 1: PREVIOUS EMPLOYEE DETAILS

Person ID  Family Name  Given Name(s)   
Email address

#### Section 2: NAME CHANGE DETAILS

New Family Name  New Given Name(s)   
Reason for name change:  Marriage  Deed Poll  Request  Error Correction  
*All relevant documentation must be attached. E.g Marriage certificate*

#### Section 3: ADDRESS DETAILS

New Residential Address:		New Postal Address : <i>(Only if different to New Residential Address)</i>	
<input type="text"/>		<input type="text"/>	
City <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>	
City <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>	
Email <input type="text"/>	Work Phone <input type="text"/>	Home Phone <input type="text"/>	Mobile <input type="text"/>
Email <input type="text"/>	Work Phone <input type="text"/>	Home Phone <input type="text"/>	Mobile <input type="text"/>

#### Section 4: EMPLOYEE DECLARATION

I authorise this change:

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

#### Section 5: PAYROLL USE ONLY

##### PE0001 - Basic Person Details

Name  
 Address  
 Contact Nos.  
 Personal email address

<b>ENTERED BY</b>	<b>CHECKED BY</b>
.....	.....
/ /	/ /

## NOTES FOR GUIDANCE IN THE USE OF THIS FORM

### Section 1: PREVIOUS EMPLOYEE DETAILS

Please complete these details according to the information currently on your payslip:

- Person ID: Employee's DECD identity number as it currently appears on their payslip
- Family Name: The relevant employee's Family Name, Birth Name or Last Name as it currently appears on their payslip
- Given Name(s): The relevant employee's First and Second Name, Christian Name or Given Name(s) as it currently appears on their payslip

### Section 2: NAME CHANGE DETAILS

The information on the system will be changed to reflect these new details. Please leave these fields blank if there are no changes:

- New Family Name: The relevant employee's new Family Name, Birth Name or Last Name
- New Given Name(s): The relevant employee's new First and Second Name, Christian Name or Given Name(s)
- Given Name(s): The relevant employee's First and Second Name, Christian Name or Given Name(s)
- Reason for name change: Please indicate the reason for the name change(s). Please ensure all relevant documentation is provided along with your form eg marriage certificate

### Section 3: ADDRESS DETAILS

The information on the system will be changed to reflect these new details. Please leave these fields blank if there are no changes:

- New Residential Address: The relevant employee's new residential address
- New Postal Address: The relevant employee's new postal address, if different to their residential address
- Email: A current email address for this employee, should the form need to be queried by Shared Services Payroll
- Work Phone Number / Home Phone Number / Mobile: A current contact phone number for this employee, should the form need to be queried by Shared Services Payroll

### Section 4: EMPLOYMENT DECLARATION

Please sign and date this form approving the changes to be made to your records within our System.