

You may fax the change to us at (952) 487-8263, submit it in person, or mail it to:
Normandale Community College
Records Office
9700 France Ave South
Bloomington, MN 55431

For additions or corrections to Social Security Numbers a copy of your social security card must be attached to this form for the change to be processed.

For name changes a copy of the official documentation (ie, documentation showing the previous and new name, ex. Marriage certificate, Divorce decree, or Court authorization granting name change, updated social security card). A copy of a new and old drivers license is not valid unless a copy of the DMV paperwork for the name change is included.

Change of Address, Name, Social Security Number and/or Major

Last Name	First Name	Middl Initial
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Social Security # or Student ID _____

I am or have been a Normandale employee. _____ Yes _____ No

New Address _____

New Phone Number _____

New Major _____

New Name or Social Security Number (**Requires Documentation**)

Signature _____ Date _____

Office Use Only: Staff Initials: _____ Date: _____