



Mail to: Normandale Community College
Records Office
9700 France Ave South
Bloomington, MN 55431

Fax to: 952-358-8263

Email to: records@normandale.edu

Change of Address, Email, Name or Social Security Number

Instructions

Address Change: You may update your address by completing and signing this form, or you may submit your address change in eServices.

Social Security Number: To add or change your Social Security number, attach a copy of your Social Security card to the completed form.

Name Change: To change your name, complete this form and attach a copy of the legal name change authorization. Examples of acceptable documentation include:

- Marriage certificate
- Divorce decree
- Court authorization granting name change
- Updated social security card).
- A copy of a new and old driver's license is acceptable only if submitted with a copy of the DMV name change paperwork.

Student Name _____
Last Name First Name Middle Initial

Student ID number _____

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

Check the update(s) you are submitting and complete the relevant section(s) of the form.

New/Updated Email Address _____

New Address _____

New Phone Number _____

New Name (*Documentation is required*) _____

Add/Change Social Security Number (*Documentation is required*) _____
(*Documentation is required*)

Signature _____ Date _____