



# NORTHWESTERN STATE

Office of Institutional Effectiveness and Human Resources

P O Box 5656, Natchitoches, LA 71497

Phone: 318.357.6152 Fax: 318.357.6157

## ***REQUEST FOR CHANGE of ADDRESS or NAME***

Employee Name : \_\_\_\_\_ CWID : \_\_\_\_\_

New Name: \_\_\_\_\_

(Attach a copy of Social Security Card with new name)

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### **New Permanent Address**

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip Code

### **New Mailing Address**

\_\_\_\_\_

\_\_\_\_\_

City

State

Zip Code

New Phone Number (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Employee's  
Signature

\_\_\_\_\_  
Date