

## Legal Name Change Form

Legal name changes must be accompanied by **one from each section:**

**One certified document required:**

- A Certified Divorce Decree
- A Certified Marriage Certificate
- A Court-issued Order of Legal Name Change.

**One official ID required:**

- Copy of your updated Driver's License
- Copy of your updated State Identification
- Copy of your updated Social Security Card (please darken or cover the first 5 digits of the social security number prior to submitting)

You may submit your documentation via fax at 773-553-1113 or scan,  
[employeerecords@cps.edu](mailto:employeerecords@cps.edu).

Employee Records Department:  
2651 W. Washington Blvd, 2nd Floor  
Chicago IL 60643  
Email: [employeerecords@cps.edu](mailto:employeerecords@cps.edu)  
Phone: 773-553-4001  
Fax: 773-553-1113



## Legal Name Change Form

**Employee ID:**

**Former Legal Name:**

**Last Name:**

**First Name:**

**MI:**

**New Legal Name:**

**Circle One:** Married, Divorced, Single, Widowed

**Last Name:**

**First Name:**

**MI:**

**Check which document you are submitting:**

- A Certified Divorce Decree
- A Certified Marriage Certificate
- A Court-issued Order of Legal Name Change.

**Check which form of ID you are submitting:**

- Copy of your updated Driver's License
- Copy of your updated State Identification
- Copy of your updated Social Security Card (please darken or cover the first 5 digits of the social security number prior to submitting)

Signature: Date:

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**Office Use Only**

Document Verified: Date: By:

Please submit the form and documentation together to:

**Employee Records**

2651W Washington Blvd,  
Chicago, IL 60612 GSR # 034  
Email: employeerecords@cps.edu  
Fax: 773.553.1113