

ID CHANGE FORM

- ADDITION OF A NEW ID RECORD
- DELETION OF AN EXISTING ID RECORD
- CHANGES TO AN EXISTING ID RECORD

ID # _____

SPOUSE ID # _____

SOURCE OF INFORMATION: _____

COMMENTS: _____

I.D. NO: _____ TITLE CODE _____ SUFFIX CODE _____
NAME _____

ADDRESS _____ SS # _____

CITY _____ PHONE # _____

PHONE EXTENSION _____ PHONE STATUS CODE _____

STATE _____ ZIP CODE _____ COUNTRY CODE/NAME _____

CORRECT ADDRESS? Y N DECEASED? Y N SPOUSE DECEASED? Y N PRIMARY? Y N VENDOR? Y N HIGH SCHOOL? Y N
ADDRESS TYPE _____ DEATH DATE ____/____/____ ALTERNATE ADDRESS COLLEGE? Y N

TO ____/____/____ FROM ____/____/____ ADDRESS CODE _____ PERENNIAL? Y N
ADDRESS _____

CITY _____
ST. ZIP COUNTRY PHONE EXT. STATUS

ADDRESSEE

STYLE CODE = F I CODE = L or S SPOUSE ID # _____ RESTRICTED USE BY _____
Ø 1 2 3 4 5 6 7 8 9 TITLE CODE _____ SUFFIX CODE _____

ADDRESSEE LINE _____

PRIMARY RELATIONSHIP

SECONDARY ID # _____ RELATIONSHIP CODE _____ PRIMARY? Y N BEGINNING DATE ____/____/____ END DATE ____/____/____

SECONDARY RELATIONSHIP

PRIMARY ID # _____ RELATIONSHIP CODE _____ PRIMARY? Y N BEGINNING DATE ____/____/____ END DATE ____/____/____

SUBMITTER'S NAME / DEPARTMENT _____ SUBMITTER'S EXT. # _____

FOR COMPUTER SERVICES USE

DATE PROCESSED _____ ID # _____