



Norfolk Public Schools

The cornerstone of a proudly diverse community

Request for Name and/or Address Change

Please type the necessary information below. Print the form and fax it to (757) 628-3983.

Name Change Requests

Previous Information

Name: _____
Position: _____ NPS Work Location: _____
Employee ID: _____ Last Four Digits of SSN: _____

New Information

Effective Date of Change: _____

Address and/or Other Contact Information Change Requests

Current Employees

Current employees are required to use Employee Self-Service to edit contact information. Please visit <https://norfolkpublicschoolsva.munisselfservice.com/ess/login.aspx>. If you experience difficulty logging in to the system, please contact Help Desk at helpdesk@nps.k12.va.us.

Former Employees

Please provide updated information below.

Employee ID: _____ Last Four Digits of SSN: _____
Street Address: _____
City: _____ State: _____
Zip Code: _____ Phone: _____

Effective Date of Change: _____

Please sign below to verify your request for any change. Please be reminded that name changes require formal documentation to be submitted. Acceptable documentation includes: marriage license, updated social security card, divorce decree, or other court document authorizing a name change.

Signature

Date

Please return this form and any relevant documentation to the Department of Human Resources.

800 E. City Hall Avenue, P.O. Box 1357 • Norfolk, VA • 23510-1357 • Fax: (757) 628-3983