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, employeeerecords@cps.edu.

Employee Records Department:
2651 W. Washington Blvd, 2nd Floor
Chicago IL 60643
Email: employeeerecords@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: ____________________________

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

03.07.2022