

ST. BERNARD ELMWOOD PLACE SCHOOL DISTRICT GUIDELINES FOR LEGAL NAME CHANGE

A **legal name** is the name that identifies a person for legal, administrative and other official purposes. When you have a life event, marriage or divorce, your legal name will have to be updated on your Social Security Card.

MARRIAGE

In the event of a marriage, you must provide an updated social security card, your marriage certificate is not a sufficient document.

INSURANCE NOTE: You have 30 days from the date of your marriage to add your new spouse to any of the insurances they you are currently enrolled.

DIVORCE

In the event of a divorce, you must provide an updated social security card, your divorce decree is not a sufficient document.

INSURANCE NOTE: Spouses cannot be removed from your insurance until the divorce is finalized and they final decree is submitted. Also, beneficiary changes for life insurance can be made at any time.

By providing your updated Social Security card, this will prompt the district to:

- Update your name on payroll
- Change your name for insurance purposes
- Name change for your district e-mail
- New name adjusted in absence database