



Preferred Name Request Form

Purpose: Use this form to change your preferred name.

Current Employees: SUNY Oswego allows all employees to add a preferred first name, which will be the first name used on campus (as outlined by the Preferred Name Policy).

Instructions: Complete and return this form to Human Resources in-person, via fax or email.

Employee Information: NYS ID Number: _____ Date of Birth: _____
Phone: _____ Email: _____

I am requesting to add a Preferred Name (First-name only).

No documentation is required to add this information to your record. It does not change your legal name.

Preferred Name (First name): _____

Legal Name: _____
Last name (print) First name (print)

Signature: _____ **Date:** _____

Note that legal name changes should be requested by using the Personnel Information Change Form located in the SUNY HR Self Service Portal