

**State University of New York at Oswego**

Office of Human Resources**|** 201 Culkin Hall**|** Phone (315) 312-2230 **|**

Fax (315) 312-6333 **|** Email hr@oswego.edu

**Chosen Name Request Form**

**Purpose**: Use this form to change your chosen first name.

**Current Employees**: SUNY Oswego allows all employees to add a chosen first name, which will be the first name used on campus (as outlined by the Chosen 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:

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

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

Chosen Name (First name):

Legal Name:

Last name (print) First name (print)

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**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\*\*

Update: 09-2023