Demographic Data Change Form

This form is to be used by persons wishing to change the following information appearing on their Banner record. Changes to other demographic information can be made by using LoboWeb self-service pages at http://loboweb.unm.edu.

Instructions: Please fill out the form using black or blue ink only. All fields are required in Section 1. Bring the completed form and required documentation to the appropriate office (see back of form).

Section 1: Request Information and Authorization (all fields are required)

Date _____ UNM ID # _____

Name _____ Email address _____

I hereby request that the following changes be made to my official UNM record.

Signature _____

Section 2: Data to be Changed (only fill out the data to be changed and leave the other sections blank)

Legal Name

Print full name as it now appears in Banner (First, Middle, Last, Suffix)

Print new full name exactly as it appears on your Social Security Card (First, Middle, Last, Suffix)

SSN/ITIN

Old Social Security Number / ITIN

Correct/New Social Security Number / ITIN

DOB

MM DD YYYY

Incorrect Date of Birth

MM DD YYYY

Correct Date of Birth

Sex

Valid values: F, M

Current Value

Desired Value

Phone

U.S. phone

Is this a cell number? Yes No

International phone: +

Mailing Address

City State Zip

Nation (if not US)

Where to bring this form

- If you have a Graduate, Teaching, or Project Assistantship:
  Bring this form and required documents to Graduate Studies at Humanities Building, Suite 107, (505) 277-2711
- If you are a student employee:
  Bring this form and required documents to the Student Employment Office at Mesa Vista Hall North 1st floor, (505)277-3511
- If you are faculty or staff, bring this form and required documents to the appropriate employment area:
  - Staff: UNM HR, 1700 Lomas Boulevard NE, (505) 272-2325
  - Main and branch campus faculty: Office of Faculty Affairs and Services, Scholes Hall, room 231, (505) 277-4528
  - HSC faculty: HSC Faculty Contracts Office, HSC Library Building, West entrance, Suite 130, (505) 272-4231
  - Medical residents/fellows: UNM GME Residents/Fellows, 915 Vassar St NE, West entrance, Suite 120, (505) 272-6225
- If you are a student at UNM and **not also an employee**, bring this form and required documents to the Enrollment Management office on your campus:
  - Main campus: Enrollment Management One-Stop, Mesa Vista Hall North, (505) 277-8900
  - Gallup campus: Registration Office, SSTC-221, (505) 863-7500
  - Los Alamos campus: Building 1, Room 105, (505) 661-4688
  - Taos campus: Student Enrollment Department, 1157 County Road 110, (575) 737-6215
  - Valencia campus: Student Services, (505) 925-8560

What documents to bring with you (required documents)

All changes require one of the following photo IDs:

- Driver's License
- State-issued ID
- Passport
- Military or Federal ID, including Permanent Resident and Employment Authorization cards

In addition, certain changes require additional documentation, as follows:

Name Change and **Social Security Number / ITIN Change**

One of the following:

- Social Security card
- Individual Taxpayer Identification Number card

Notes:

- Employees must also fill out a new I-9.
- Name on SSN or ITIN card and photo ID must match.
- On name change, name must be entered into Banner exactly as it appears on the Social Security Card.

Date of Birth Change

One of the following official ID documents that displays date of birth:

- Birth certificate
- Driver's License
- State-issued ID showing date of birth
- Passport
- Military or Federal ID showing date of birth

Address Change and **Gender Marker Change**

No additional documentation is required other than proof of ID