CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES
GERACE OFFICE BUILDING •3 NORTH ERIE STREET
MAYVILLE, NEW YORK 14757-1007
Phone: (716) 753-4237 • Fax: (716) 753-4686 • Internet: www.co.chautauqua.ny.us • E-MAIL: cchrs@co.chautauqua.ny.us

CHANGE OF NAME AND/OR ADDRESS FORM

Effective Date: _____

Place a check mark in each box that applies:

- ☐ I am an employee of Chautauqua County Government.
- ☐ I am on a civil service list and/or have an application on file.
- ☐ I am changing my address.
- ☐ I am changing my name.

Social Security Number: _____ _____ _____ - _____ _____ - _____ _____ _____ _____

Name

_____
Last Name First Name MI

New Name (if applicable)

_____
Last Name First Name MI

Former Address (complete for address changes only)

_____
Street

_____
City State Zip

New Address and Phone No. (if applicable)

_____
Street

_____
City State Zip

_____
Phone Number

If you are changing your address please complete the legal residence information below for your new address:

School District	
City or Village of	
Town of	
County of	
State of	

Employment/examination candidates please note: This declaration is part of your application for examination or employment. Section 50 of Civil Service Law provides that any candidate who has intentionally made a false statement or has practiced, or attempted to practice, any deception or fraud in his application, in his examination, or in securing his eligibility or appointment may be disqualified. You may be required to produce documented evidence of your change of residence.

Chautauqua County Government employees only: If you are submitting a notice of name change please attach a copy of your new social security card. We cannot change your payroll record without that document.

Return this document to the office and address listed above.

_____
Signature Date

For Office Use Only ☐ Insurance ☐ Applicant Tracking ☐ NWS HRIS

Eligible Lists for Update (Copy a Personnel Technician for changes involving Deputy Sheriff, Firefighter or Police Officer Lists)

_____ _____

_____ _____

_____ _____

Revised 9/2006