

ODU Research Foundation Name Change Procedure

ODU Research Foundation employees who wish to request a name change must first go to the Social Security Administration office (SSA). The SSA will make the name change to their social security records. A receipt indicating the name change will be provided by the SSA. The employee may then request a name change to their ODU Research Foundation records.

The following is a list of the local Social Security Administration offices:

Hampton – 1026-B Settlers Landing Rd., phone 728-0221
Newport News – 11706 Jefferson Ave., phone 873-3914
Norfolk – 5850 Lake Herbert Dr., phone 858-6089
Portsmouth – 3248 Academy Ave., phone 465-4896
Suffolk – 502 Hillpoint Blvd., phone 934-0532
Virginia Beach – 2875 Sabre St., phone 498-8726

The employee will need to bring the following in to a Human Resources representative at ODU Research Foundation:

- Receipt from the Social Security Administration or a new Social Security Card
- Legal documentation for the name change (marriage license, divorce decree, etc.)
- Complete a name change information sheet at the Research Foundation

REMINDER:

- * Please let your HR representative know if you are a fully benefited employee. They will need to notify your insurance companies of the name change (copies of documentation will be required).
- * If your name change is due to marriage or divorce, you may want to change your federal and state tax status. The Research Foundation can provide you with these forms or you may print them from our website: www.researchfoundation.odu.edu/forms.htm