



Changing Your Name

There are 3 easy steps to change your name:

1. [Submit a name change request in HR Links](#)
2. [Request a new GSA access card](#)
3. [Request an updated email address](#)

Submit a name change request in HR Links

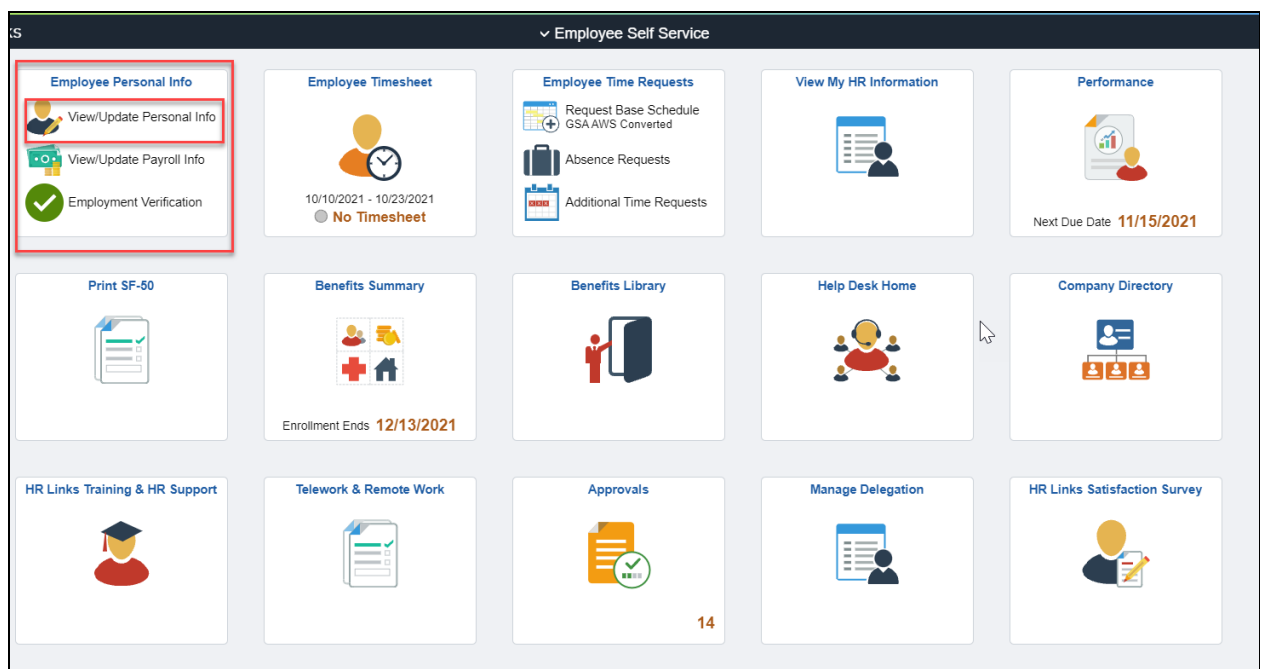
If you are changing your name due to a Qualifying Life Event (QLE), such as marriage or divorce, you can also [change your benefits](#) using these guides:

- [Updating Federal Employee Health Benefits \(FEHB\)](#)
- [Updating Federal Employees Group Life Insurance \(FGLI\)](#)

Need to update your beneficiaries? Visit [InSite](#) for more information.

Questions about QLEs or your benefits? Contact your [Benefits and Retirement Specialist](#).

1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.





1. From the **Personal Information** page, select the pencil icon next to your current name in the system.

Employee Self Service > Personal Information

Personal Information
Review and update your personal and contact information

Erin Swain Taylor

2. Enter the **Effective Date** of your name change.

Change Name

If your name changed as a result of marriage or a court action (divorce or legal name change), submit this request to update your name in your official personnel records.

New Name

Erin Swain Taylor

EFFECTIVE DATE *

10/28/2021

PREFIX

▼

FIRST NAME *

Erin

MIDDLE

Swain

LAST NAME *

Taylor

SUFFIX

▼



- 3. Enter your new legal name using the **First Name**, **Last Name**, and **Middle** fields.

Change Name

If your name changed as a result of marriage or a court action (divorce or legal name change), submit this request to update your name in your official personnel records.

New Name

Erin Margarita Swain

EFFECTIVE DATE *

10/28/2021

PREFIX	FIRST NAME *
<input type="text"/>	<input type="text" value="Erin"/>
MIDDLE	LAST NAME *
<input type="text" value="Margarita"/>	<input type="text" value="Swain"/>
SUFFIX	
<input type="text"/>	



4. Select **Add Attachment** to attach proof of your name change.

Attachments

Here are the types of documents you can attach to support your request:

- Certified marriage certificate
- Certified record of divorce
- Court Order
- Driver's license
- Social security card
- Social security number application letter
- Unexpired valid state ID card
- U.S. passport

There are no attachments.

ADD ATTACHMENT

CANCEL **SUBMIT**

5. Select the type of attachment you're uploading from the dropdown.

Name Change

In accordance with Security and Privacy directives and HIPAA regulations, entry of protected patient, provider, employee, vendor or other sensitive data is prohibited. Note that violations will be reported to the appropriate supervisory and information security personnel.

ATTACHMENT TYPE: *

Marriage License/SSN Card

SAVE & RETURN **SAVE & ADD MORE** **CANCEL**

6. Select **Add Attachment**.

Name Change

In accordance with Security and Privacy directives and HIPAA regulations, entry of protected patient, provider, employee, vendor or other sensitive data is prohibited. Note that violations will be reported to the appropriate supervisory and information security personnel.


ATTACHMENT TYPE: *

Marriage License/SSN Card

7. Select **Browse** to locate the file you are uploading, then select **Upload**.

Change Name

Attach File



CLICK HERE TO UPLOAD FILE



8. The name of your attachment is displayed in the Attachments window.
 - a. Select **Save & Return** if you're done uploading attachments.
 - b. Select **Save & Add More** if you need to add more attachments.

Name Change

In accordance with Security and Privacy directives and HIPAA regulations, entry of protected patient, provider, employee, vendor or other sensitive data is prohibited. Note that violations will be reported to the appropriate supervisory and information security personnel.

ATTACHMENT TYPE: *

Marriage License/SSN Card ▾

ERINTAYLORMARRIAGEL.DOCX


SAVE & RETURN **SAVE & ADD MORE** CANCEL

9. Confirm that you've attached proof of your name change. Select **Submit**.

Attachments

Here are the types of documents you can attach to support your request:

- Certified marriage certificate
- Certified record of divorce
- Court Order
- Driver's license
- Social security card
- Social security number application letter
- Unexpired valid state ID card
- U.S. passport

 MARRIAGE LICENSE/SSN CARD
ErinTaylorMarriageL.docx
Upload Date: 10/28/2021 3:15PM

[EDIT](#) [DELETE](#)

[ADD ATTACHMENT](#)

[CANCEL](#) [SUBMIT](#)



10. Your name change will be displayed on the Personal Information page under your current name, with the effective date and approval status.

Employee Self Service > Personal Information

Personal Information

Review and update your personal and contact information

Erin Swain Taylor

New Name: Erin Margarita Swain

Effective Date: 10/28/2021

Approval Status: Pending

Request a new GSA access card

Once your name has been updated in HR Links, initiate a request for a new GSA access card by emailing hspd12.security@gsa.gov. In the email, include:

- A statement saying that your name has already been changed in HR Links.
- Your previous legal name (first, middle, last name)
- Your new legal name (first, middle, last)

You will be contacted by the [GSA Managed Service Office \(MSO\)](#) to schedule an appointment to enroll for a new badge.

Request an updated email address

Log on to [Service Now](#) and follow [these instructions](#) for submitting a name change.