



# 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

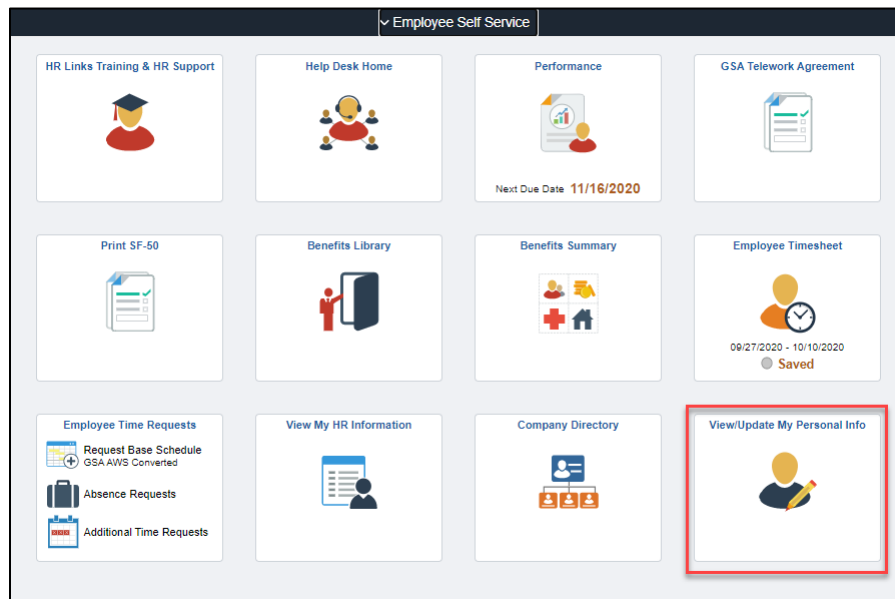
If you are changing your name due to a Qualifying Life Event (QLE), such as marriage or divorce, you can also [change your benefits](#) using these guides:

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

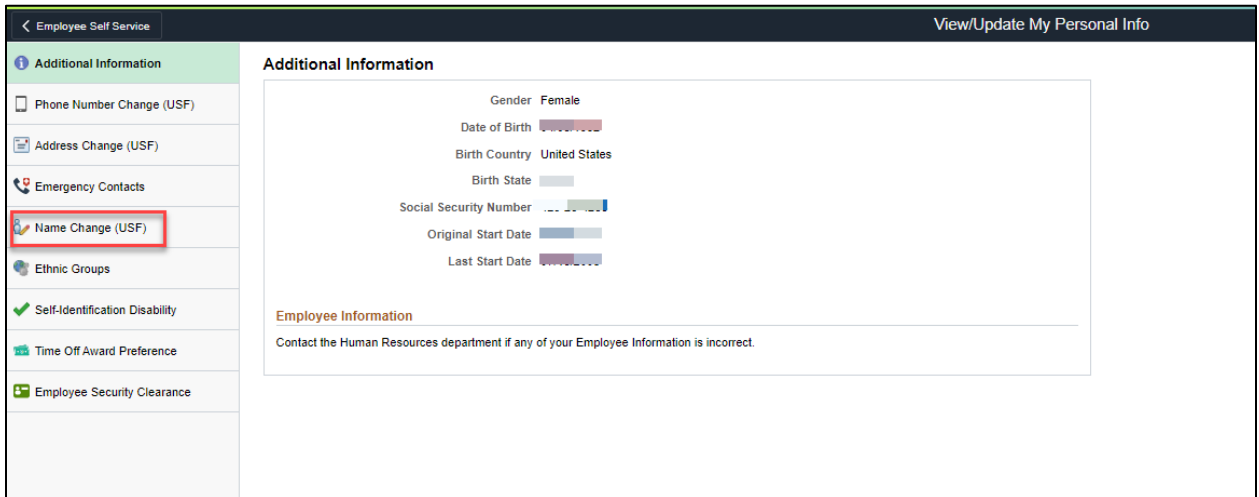
Need to update your beneficiaries? Visit [InSite](#) for more information.

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

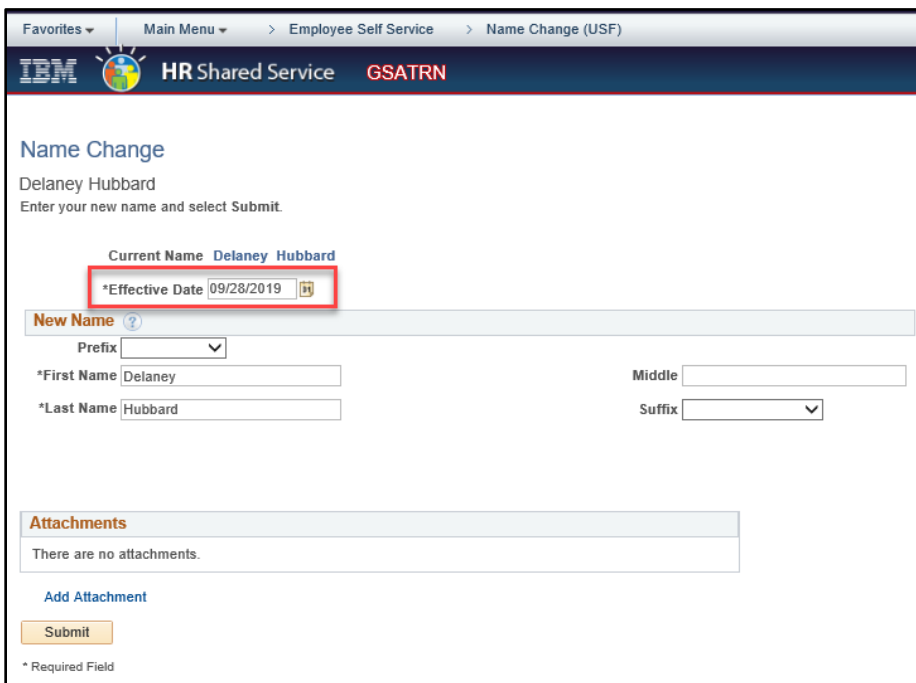
1. From the HR Links homepage, select the **View/Update My Personal Info** Tile.



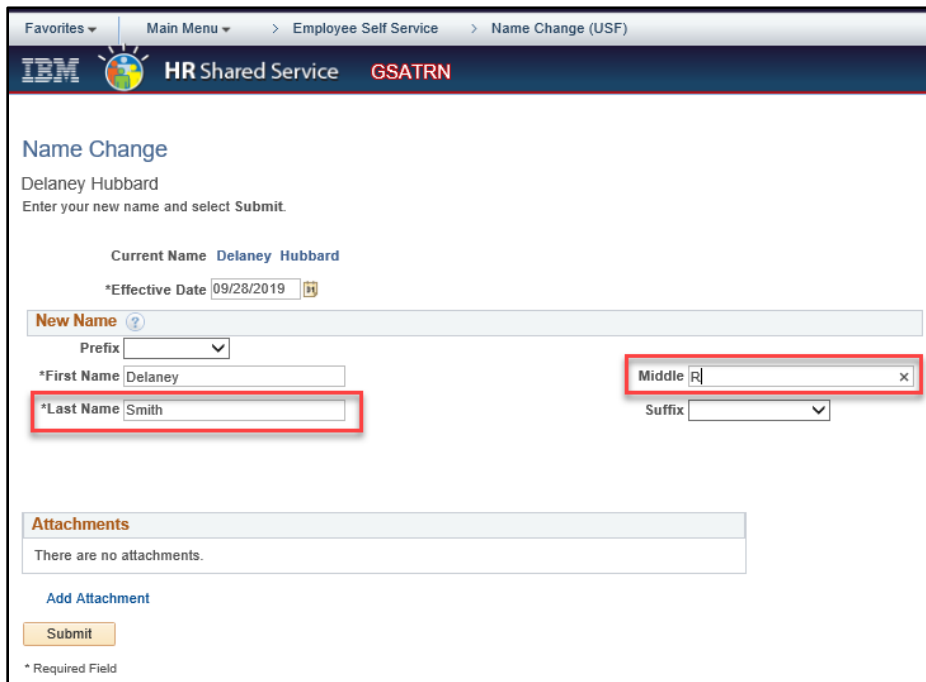
2. From the **View/Update My Personal Info** page, select **Name Change (USF)**.



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



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




Favorites ▾ Main Menu ▾ > Employee Self Service > Name Change (USF)


**IBM** HR Shared Service GSATRN

### Name Change

Delaney Hubbard  
Enter your new name and select **Submit**.

Current Name **Delaney Hubbard**

\*Effective Date  

**New Name** 

Prefix

\*First Name  Middle

\*Last Name  Suffix

**Attachments**

There are no attachments.


[Add Attachment](#)

\* Required Field

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


Favorites ▾ Main Menu ▾ > Employee Self Service > Name Change (USF)


**IBM**  **HR Shared Service** **GSATRN**

### Name Change


Delaney Hubbard  
Enter your new name and select Submit.

Current Name **Delaney Hubbard**

\*Effective Date 09/28/2019 

**New Name** 

Prefix

\*First Name  Middle  

\*Last Name  Suffix

**Attachments**


There are no attachments.

[Add Attachment](#)

\* Required Field

6. Select the type of attachment you're uploading.

Favorites ▾ Main Menu ▾ > Employee Self Service > Name Change (USF)

**IBM**  **HR Shared Service** **GSATRN**

### Name Change

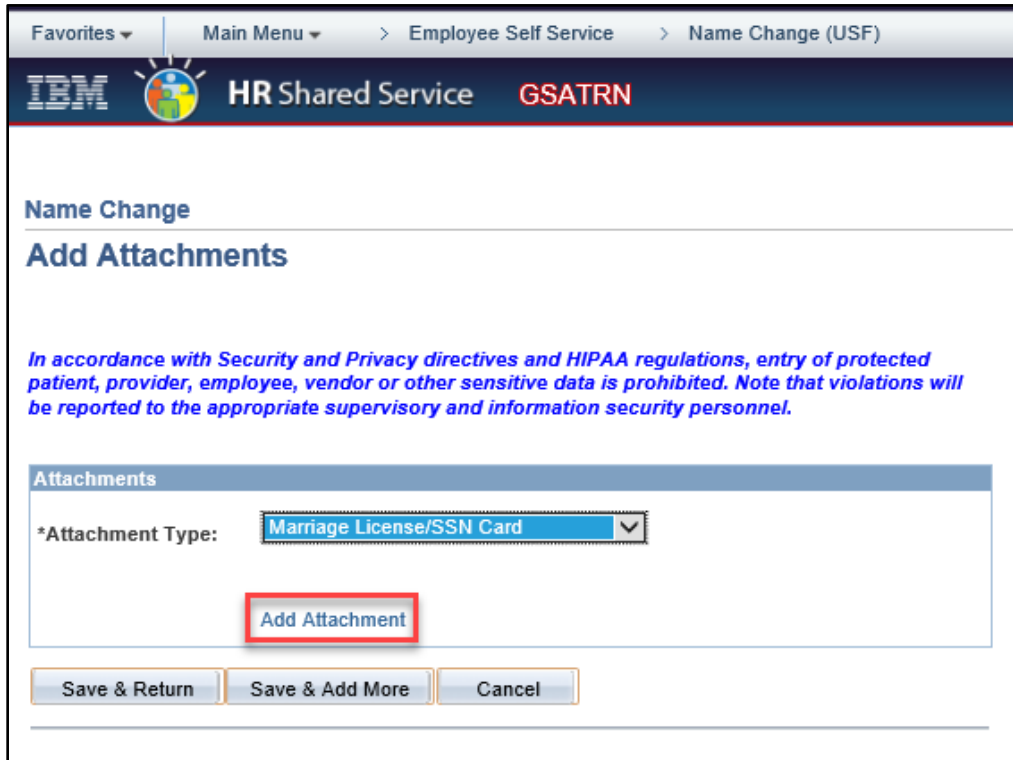
## Add Attachments

*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.*

**Attachments**

\*Attachment Type:

7. Select **Add Attachment**.



Favorites ▾ Main Menu ▾ > Employee Self Service > Name Change (USF)

IBM HR Shared Service GSATRN

### Name Change

## Add Attachments

*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.*

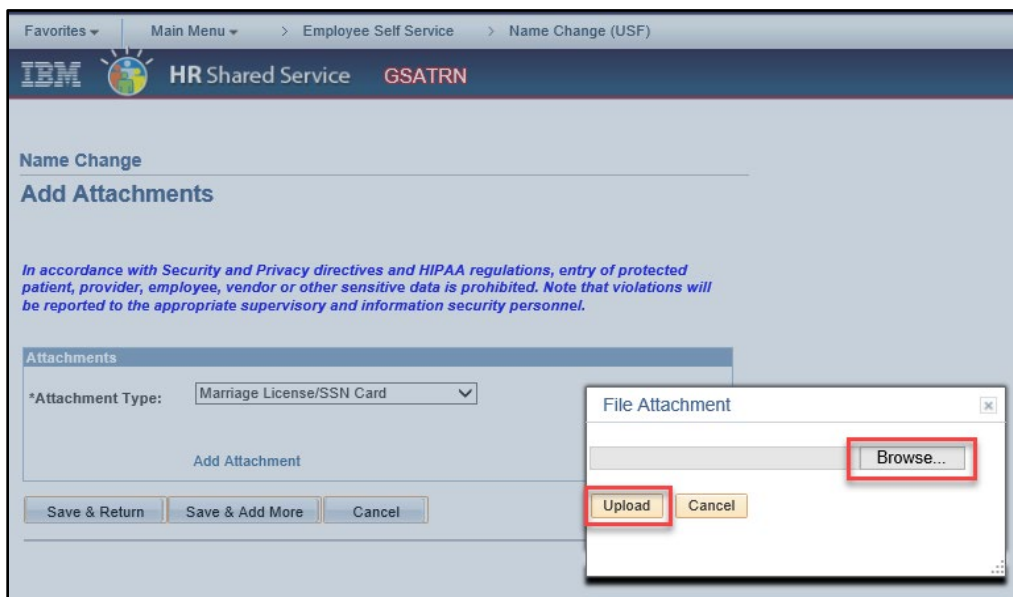
Attachments

\*Attachment Type:

**Add Attachment**

Save & Return Save & Add More Cancel

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



Favorites ▾ Main Menu ▾ > Employee Self Service > Name Change (USF)

IBM HR Shared Service GSATRN

### Name Change

## Add Attachments

*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.*

Attachments

\*Attachment Type:

Add Attachment

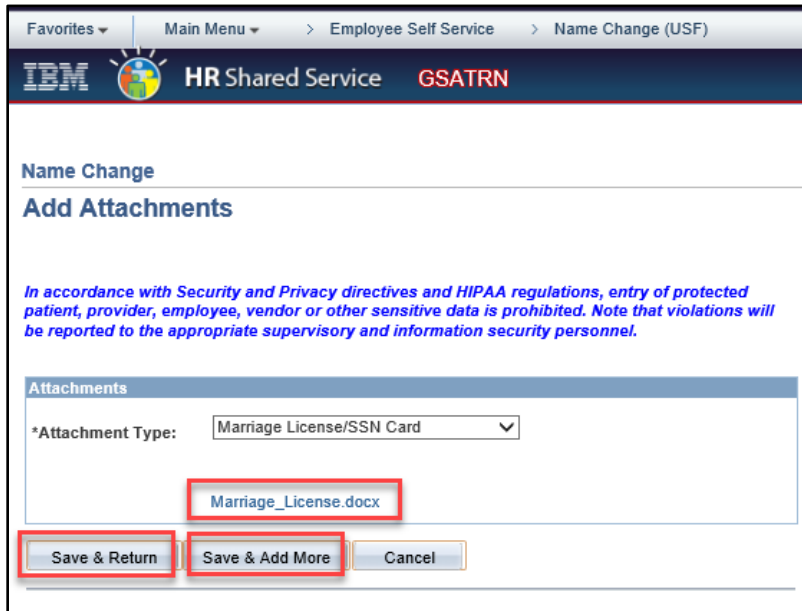
Save & Return Save & Add More Cancel

File Attachment

**Browse...**

**Upload** Cancel

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



IBM HR Shared Service GSATRN

Name Change

**Add Attachments**

*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.*

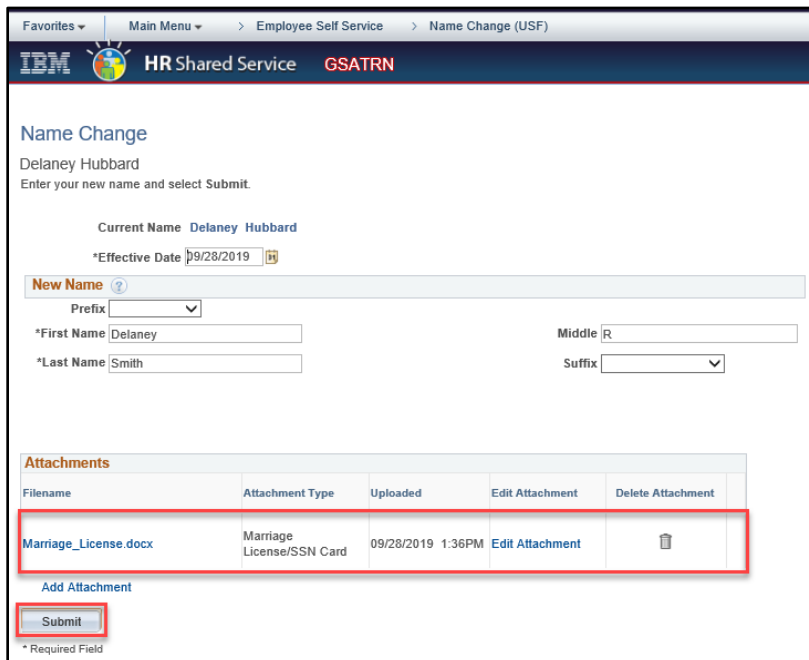
Attachments

\*Attachment Type: Marriage License/SSN Card

Marriage\_License.docx

Save & Return Save & Add More Cancel

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



IBM HR Shared Service GSATRN

Name Change

Delaney Hubbard

Enter your new name and select Submit.

Current Name Delaney Hubbard

\*Effective Date 9/28/2019

New Name ?

Prefix

\*First Name Delaney Middle R

\*Last Name Smith Suffix

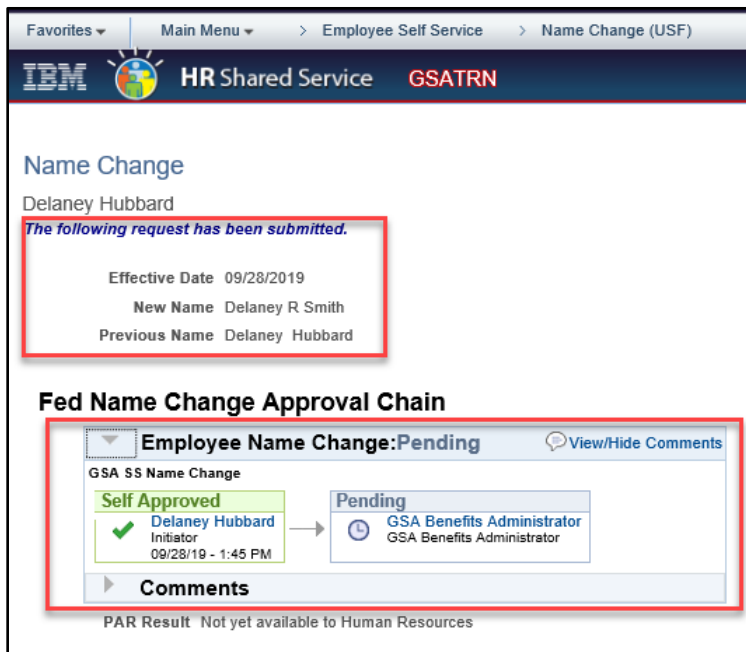
Filename	Attachment Type	Uploaded	Edit Attachment	Delete Attachment
Marriage_License.docx	Marriage License/SSN Card	09/28/2019 1:36PM	Edit Attachment	

Add Attachment

Submit

\* Required Field

- The Name Change page shows the details of your request and confirms that it's been submitted to Human Resources for processing.



IBM HR Shared Service GSATRN

Name Change (USF)

**Name Change**  
Delaney Hubbard

*The following request has been submitted.*

Effective Date 09/28/2019  
New Name Delaney R. Smith  
Previous Name Delaney Hubbard

**Fed Name Change Approval Chain**

**Employee Name Change: Pending** View/Hide Comments

GSA SS Name Change

**Self Approved**  
Delaney Hubbard  
Initiator  
09/28/19 - 1:45 PM

**Pending**  
GSA Benefits Administrator  
GSA Benefits Administrator

**Comments**

PAR Result Not yet available to Human Resources

## 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](mailto: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.