

**City of Petaluma
Human Resources
CHANGE IN PERSONAL STATUS**

A. Employee or Retiree Information

Name: _____

Telephone Number: _____

Department: _____

Employee Number: _____

Social Security Number: _____

B. Address Change

Effective Date: _____

New Address

Resident or Mailing (circle one)

_____ Street

_____ City, State

_____ Zip Code

Telephone Number: _____

C. Name Change

Effective Date: _____

New Name

Former Name

_____ (last, first, middle initial)

_____ (last, first, middle initial)

D. Qualified Change in Status

Effective Date: _____

Marital Status Change

Married

Divorced

Widowed

Domestic Partner

Name of Spouse or Domestic Partner: _____

Dependent's Status Change

Child attained age 23

Child Married

Child no longer dependent

Add Newborn Child

Child's Name: _____

E. Authorization

To the best of my knowledge, the information that I have provided on this form is correct.

Signature

Date

INSTRUCTIONS

Part A Employee/Retiree Information

Enter employee or retiree's current name, social security number, department, daytime telephone number and employee number if applicable.

Part B Address Change

Enter Effective Date

Enter your current address and make sure you indicate if it's residence or mailing address. The address listed will be the one reported to CalPERS.

Part C Name Change

Enter Effective Date and use Full Name, including middle initial.

Part D Qualified Change in Status

Marital Status Change

In the event of marital status change, you may wish to complete a new designation of beneficiary form. Please attach copy of Marriage Certificate, Domestic Partner Certificate, or Final Divorce Decree.

Dependent's Status Change

The deletion of a 23-year-old dependent child is mandatory unless the child is incapable of self-support because of physical or mental disability. If the 23 year old qualifies as a disabled dependent, the dependent is eligible for continued coverage. Contact the Human Resources Department for more information.

Part E Authorization

The form must be signed by you or authorized agent in order to be valid.