



## How To: Update or Change your Name in DCPS Systems

This job aid provides an overview of the steps necessary for DCPS employees to change or update their names in DCPS HR Systems. Employees may wish to change their names as a result of a recent life event, like marriage, divorce, or court-ordered name change.

### Step 1

In order to change your official name on record with DCPS, please submit a written request, along with accepted documentation, as proof of your requested name change to the Employee Services Data Processing Team at [dcps.pschangerequest@dc.gov](mailto:dcps.pschangerequest@dc.gov).

To prove the new, legal name, you must submit a copy of the new social security card bearing the new name. Please note that receipts from the Social Security office will not suffice. A copy of the actual card must be submitted.

In addition, you must submit supporting documentation of the life event, outlined in the chart below:

Life Event	Acceptable Documentation
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