



## City of Lockport

### Personnel Data Change Request

**RETURN THIS FORM TO CIVIL SERVICE**

Please revise my personnel records to reflect the following change(s):

Employee Name \_\_\_\_\_

Department \_\_\_\_\_ DOB: \_\_\_\_\_

Marriage: New spouses name: \_\_\_\_\_

Divorce: Please attach final decree from County. Date effective: \_\_\_\_\_

New Address: \_\_\_\_\_

New Phone Number: \_\_\_\_\_

New Emergency Contact: \_\_\_\_\_

Please be advised that it is the EMPLOYEE RESPONSIBILITY to make name and address changes with NYS Retirement. You can do this online at [www.osc.state.ny.us](http://www.osc.state.ny.us). Also, if you participate with any outside vendors for life insurance, short term disability, deferred compensation, etc. YOU will need to contact them to make any changes.