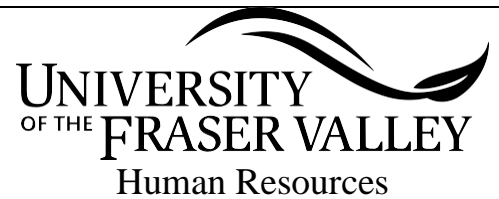


PERSONAL INFORMATION CHANGE

Employees may update their address and add a personal email address online in their Employee Profile.

Complete this form to update changes to their legal name, preferred name, or gender designation. Please complete all relevant sections and submit with required legal documentation, if applicable, to the Human Resources Office



Email: hrinfo@ufv.ca
Phone: 604.854.4554

UFV Employee Number	Current full legal name of UFV employee record

R E Q U E S T	<input type="checkbox"/> CHANGE OF LEGAL NAME Required: A copy of your legal name document.		<input type="checkbox"/> Update my UFV email address to reflect legal name.
	If you cannot locate your name change document, we will accept two pieces of government-issued ID in your new name.		
	Legal first name	Legal middle name	Legal last name
	<input type="checkbox"/> CHANGE OF PREFERRED / CHOSEN NAME		<input type="checkbox"/> Update my UFV email address to reflect preferred name.
	<input type="checkbox"/> CHANGE SURNAME / FAMILY NAME		<input type="checkbox"/> Update my UFV email address to reflect surname name.
	<i>Note: the Canada Revenue Agency requires UFV to still capture the full legal name for tax purposes.</i>		
	<input type="checkbox"/> REVERT TO BIRTH SURNAME / FAMILY NAME If you have not previously used your birth surname at UFV; present your marriage certificate and birth certificate or Canadian Citizenship Certificate to prove the link between the two last/family names		<input type="checkbox"/> Update my UFV email address to reflect surname name.
	<input type="checkbox"/> UPDATE TO GENDER DESIGNATION		
	<input type="radio"/> Identify as man	<input type="radio"/> Identify as woman	<input type="radio"/> Identify as non-binary

EMPLOYEE SIGNATURE:		DATE:	
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FREEDOM OF INFORMATION/PROTECTION OF PRIVACY. The information on this form is collected under the authority of British Columbia's Freedom of Information and Protection of Privacy Act [(RSBC 1996) chapter 126] and the University Act. This information is used only for the purposes of employment and related support services. If you have any questions about the collection and use of this information, contact the Human Resources Department at 604.854.4554 or hrinfo@ufv.ca.