



Oswego County Human Resources Department

46 East Bridge Street, Oswego, NY 13126

Phone: (315) 349-8209 Fax: (315) 349-8254

Email: humanresources@oswegocounty.com Web: www.oswegocounty.com/humanresources

CHANGE OF ADDRESS AND/OR NAME CHANGE FORM

Complete this form if you wish to update your name or address for the purpose of receiving civil service examination information and certification mailings.

This form **must be fully completed and signed**. The Human Resources Department will not be responsible for any failure to notify our office of a change in address or name change.

Mail, fax or deliver completed form to Oswego County Human Resources Department, 46 East Bridge Street, Oswego, New York 13126; Fax: (315) 349-8254.

(PRINT OR TYPE ONLY)

Please Check Correct Box:

Name Change:

Address Change:

Name Change:

Old Name: _____

New Name: _____

Address Change:

Legal Address:

Mailing Address (if different from legal):

Street _____

Street _____

or PO Box _____

or PO Box _____

City _____

City _____

State _____ Zip Code _____

State _____ Zip Code _____

Name (print): _____ Social Security Number: _____ -- --

Phone Number (Home): () _____ (Cell): () _____

E-Mail Address: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Remarks: _____

Date Completed: _____ By (initials): _____