



COUNTY OF ONONDAGA DEPARTMENT OF PERSONNEL

John H. Mulroy Civic Center
421 Montgomery Street, 13th Floor
Syracuse, New York 13202-2959

(315) 435-3537 Fax 435-8272 e-mail – pweb1@ongov.net web address – www.ongov.net

CIVIL SERVICE EXAMINATION 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 Department of Personnel will not be responsible for any failure to notify our office of a change in address or be certified for lack of information on this form.

Mail, fax or deliver to:

Onondaga County Department of Personnel, 421 Montgomery St., 13th floor, Syracuse, NY 13202-2959
Fax (315) 435-8272.

CURRENT COUNTY EMPLOYEES: You must make changes with your payroll clerk

PRINT OR TYPE ONLY

1) For Change In NAME:

New Name _____

2) For Change in LEGAL ADDRESS

Address _____
(Post office box is not an acceptable legal address)

City/Village _____

State _____ Zip Code _____

Town _____

School District _____

County _____

Phone# Home _____ Business _____

3) For Change in MAILING ADDRESS (if different from legal address)

Address _____

or PO Box _____

City/Village _____

State _____ Zip Code _____

E-Mail Address Change _____

4) Name (print) _____ Social Security Number _____

Signature _____

OFFICE USE ONLY

Remarks: _____

Date Computer Updated _____ By (initials) _____