

City of Rapid City Contact and Name Change Form



PLEASE PRINT AND COMPLETE ALL LINES. Only completed forms will be accepted.

Return completed form to Human Resources at:

E-mail: human.resources@rcgov.org | **Fax:** 605.394.6621 | **Mail:** 300 6th St, Rapid City, SD 57701

Employee Name: _____ | Previous Name: _____

Social Security Number: _____ | Department Name: _____

New Address: _____
Street address and mailing address if different from street

City, State

Zip Code

New Telephone Number (Home/Cell): _____

New E-mail Address: _____

Effective Date: _____

Employee Signature

Date

For Internal use only – do not write below this line...

HR/Payroll: _____

SDRS: _____

Emergency Notification: _____

FINANCE: _____

Helpdesk (name change): _____

Blues Enroll/Log-in: _____

Place in Employee Personnel File.

Revised: 12.07.16