



Birdville Independent School District
Personnel Services

Steps to Complete Employee Name Change

All name changes must be reported to Personnel Services.

All information and electronic forms to complete your name change may be accessed on the BISD website. From the Birdville homepage, click the following links:

[Human Resources/Name and Address Changes.](#)

1. Complete and submit an online Name Change Notification Form* to Personnel Services.
2. Supply Personnel Services with a copy of your new social security card reflecting your change in name. This documentation is required to officially complete your name change.

If you have not applied for a new social security card, you may contact the social security administration by one of the following methods:

- a. Access an online social security card application for name change*. This form is available on the BISD website.
- b. Contact the Social Security Administration in person:

Social Security Administration
The Federal Building
819 Taylor Street
Fort Worth, Texas
1.800.772.1213 or www.ssa.gov

3. Complete a TRS 11 Designation of Beneficiary* form. If you choose to designate a new primary beneficiary due to marital status, a TRS 11 Designation of Beneficiary* form should also be accessed online and mailed directly to the Teacher Retirement System of Texas in Austin.
4. Employees who hold certification with the State Board for Educator Certification i.e., certified teachers/paraprofessionals should notify SBEC of a name change at: www.sbec.state.tx.us.

Please note: Employees no longer need to notify TRS of their name change in writing. The Teacher Retirement System of Texas will be notified electronically of an employee's name change after the employee has supplied Personnel Services with the required documentation.

*Forms available on the BISD website.