

# Employee Change of Name and Address Form

Last revised: November 2020

Last reviewed: August 2020

**Next review: August 2021**

*This form should be used to change an employee's name, or if manually required, an employee's address*

Email the completed form to the Human Resource Service Centre, [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca).

## Employee Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Ministry

## Former Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Effective Date of Change: dd/mm/yyyy

## Change of Mailing Address

**\*Please log-in to PSC Client to change your address. If unable to access PSC Client, please complete the manual form**

\_\_\_\_\_  
No. & Street

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Effective Date of Change:  
dd/mm/yyyy

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date