



Name, SSN, Gender and Address Change

Office of the Registrar

ENMU Station 5 | 1500 S Ave K | Portales, NM 88130

Administration Building (ADM), Room 105 | Phone: 575.562.2175 | Fax: 575.562.2566

ENMU ID: _____

Note: If you are changing your name or gender, this form must be accompanied by an original or certified copy of one of the following reflecting the new name or gender; government issued ID (driver's license, state ID card, valid passport) or birth certificate.

Personal Information

Name: _____ **Updated legal name:** _____

SSN: _____ **Updated SSN:** _____

Gender: Male Female **Updated gender:** Male Female Nonbinary

If you ever recieved an ENMU paycheck you **must** go to the Office of Human Resources to complete a new W-4 form.

Local Address LC PLCL

Address line 1 _____

Address line 2 _____

City, State Zip _____

Phone: _____

Address Uses

Students – semester correspondence

Employees – paychecks and correspondence

Home Mailing Address MA LHP BINV PGRD

Address line 1 _____

Address line 2 _____

City, State Zip _____

Phone: _____

Address Uses

Students – registration, grades, monthly bills, accounts receivable letters, financial aid postcards/ letters, W-2s, 1098s, probation/suspension letters

Employees – employee/faculty continuation letters, COBRA, retiree correspondence

Parent Mailing Address PA PGDN

Address line 1 _____

Address line 2 _____

City, State Zip _____

Phone: _____

Address Uses

Students – parent correspondence, food service promotions

Emergency Contact Information

Name: _____ **Relationship:** _____

Address line 1 _____ **Phone:** _____

Address line 2 _____

City, State Zip _____

Signature _____ Date _____