

## INSTRUCTIONS & INFORMATION

The purpose of this form is to report a name change related to marriage, divorce, or legal name change.

### This form will be used to:

- Update your clearance file with DOE (if applicable)
- Issue you a new badge,
- Update your Sandia Human Resources, Benefits and Health Services records

### INDIVIDUAL DOE REPORTING REQUIREMENTS (Personnel Security)

**Name Change** Uncleared personnel may report a legal name change at any time. Clearance holders and personnel in process for a security clearance must report a legal name change verbally within 2 working days followed by written notification within the next 3 working days via SF-2730-NCB Name Change Request Form. Report name changes to the Clearance Office Info Line (505) 284-3103.

**Marry/Cohabitate with a person in a spouse-like relationship (required for all name changes as a result of marriage if not previously reported)** This individual reporting requirement is applicable to clearance holders and individuals in process for a security clearance who marry or cohabitate with a person in a spouse like relationship. This information must be reported by written notification within 45 days via DOE F 5631.34 Data Report on Spouse/Cohabitant Form. Questions regarding this requirement can be directed to one of the following Personnel Security Offices:

(NM) Clearance Office Info Line (505) 284-3103 | (CA) Visitor Control Office (925) 294-2061 | (TTR) Personnel Security (702) 295-8336

**Review the DOE and Sandia Reporting Requirements Matrix for a complete listing of reporting requirements.**

### SUPPORTING DOCUMENTATION

A copy of the document supporting your name change must be provided in order to process your request. You may provide a copy of one of the following documents to support the requested name change: marriage certificate, court order, new social security card, or new driver's license.

### BADGING INFORMATION

Once the name change has been processed and a new badge/credential is ready for issue, the Personnel Security Clearance Office will contact you with further instructions. For uncleared personnel, notification should be received within five days of receipt of the SF2730-NCB Name Change Request Form. For cleared personnel or those pending a DOE clearance, the estimated time of arrival is dependent on when we receive notification from DOE, which may be several weeks.

### FORM SUBMITTAL

#### NEW MEXICO & REMOTE SITES

#### Employee

Submit form with a copy of supporting documentation to the following departments:

- 1) Personnel Security Clearance Office  
E-mail: [clearance-nm@sandia.gov](mailto:clearance-nm@sandia.gov);  
Fax: (505) 844-9739 **or** Internal Mail: MS-1475
- 2) Human Resources Records, MS-1497
- 3) Employee Health Services, MS-1015

#### Staff Augmentation Contractor

Submit form with a copy of supporting documentation to the following departments:

- 1) Personnel Security Clearance Office  
E-mail: [clearance-nm@sandia.gov](mailto:clearance-nm@sandia.gov);  
Fax: (505) 844-9739 **or** Internal Mail: MS-1475
- 2) Staff Augmentation Coordinator, MS-1478

#### Purchase Order Contractor or Consultant (Fee & No Fee)

Submit form with a copy of supporting documentation to:

- 1) Personnel Security Clearance Office  
E-mail: [clearance-nm@sandia.gov](mailto:clearance-nm@sandia.gov);  
Fax: (505) 844-9739 **or** Internal Mail: MS-1475

#### CALIFORNIA

#### Employee

Submit form with a copy of supporting documentation to the following departments:

- 1) Visitor Control Clearance Processing  
E-mail: [clearance-nm@sandia.gov](mailto:clearance-nm@sandia.gov);  
Fax: (505) 844-9739 **or** Internal Mail: MS-1475
- 2) Human Resources, MS-9904
- 3) Human Resources Records, MS-1497
- 4) Employee Health Services MS-9112

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Fax: (505) 844-9739 **or** Internal Mail: MS-1475
- 2) Staff Augmentation Coordinator, MS-1478

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### ADDITIONAL INFORMATION

#### Employees and Staff Augmentation Contractors

Review the [Human Resources Name Change Process](#) to change the following:

- User ID
- E-mail account name
- Name in the voicemail system

#### Purchase Order Contractors, Consultants and Visitors

Call the Corporate Computing Helpdesk (505) 845-2243 to change the following:

- Name in Enterprise Person
- Contact Information

Additional Guidance: [Computing Self Help Name Change Process](#)



# NAME CHANGE REQUEST FORM

READ INSTRUCTIONS ON PREVIOUS PAGE PRIOR TO COMPLETING THIS FORM

<b>GENERAL INFORMATION</b>			
Sandia Work Site:	Employment Status:	Employment Type:	Assigned Org. Number:
SNL ID:	Social Security Number:	Email Address: <small>Once the badge is ready a notification will be sent to the email address listed below.</small>	
<b>SANDIA BADGE</b>			
Badge Type:			
<b>NAME</b>			
Provide complete full names below. Include (I.O.) after if name is initial only.			
Previous Full Name:			
Last	First	Middle	
New Full Name:			
Last	First	Middle	
Reason for name change:	If other, provide detailed explanation for name change:		
<b>SUPPORTING DOCUMENTATION</b>			
A copy of the document supporting your name change must be provided in order to process your request. From the dropdown menu below, select the documentation type you are attaching to this request to support your name change request.			

\_\_\_\_\_ Signature (New Legal Name)

\_\_\_\_\_ Date

-----FOR PERSONNEL SECURITY USE ONLY-----

DOE Security File Number:	Replacement Badge Order Date:
Date Received:	