



## Change of Emergency Contact Information

A request to change your emergency contact information must be submitted to the appropriate office.

If you are an employee of the university (faculty or staff), please return this completed form to Human Resources, KEARN 211.

If you are a student, you must contact the Registrar's Office, KEARN 201, concerning a change of emergency contact.

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

New Contact Name:

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

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

Middle Initial: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address

Street: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Date: \_\_\_\_\_