



**University
of Victoria**

Accounting
Services

Personal Information Change Form for Faculty and Staff

Payroll

PO Box 3040 STN CSC
Victoria BC V8W 3N7 Canada

Questions?

Phone: 250-721-7034

Email: payroll@uvic.ca

Employee Legal Name (Last, First, Middle)	Employee Number	Contact #
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1. Legal Name Change

- This form will be used to update your legal name as it appears on your UVic employee records.
- We regret that accents appearing in your legal name cannot be recorded on your employee records
- Personal Information including the Preferred name and Prefix can be updated via mypage / Employee Services

Current legal name:	First	Middle	Last
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Acceptable supporting documentation is required. Provide a copy of one of the following:

Birth certificate Certificate of change of name Driver's licence
Marriage certificate Passport or immigration document (e.g. Permanent Resident or Canadian citizenship card)

2. Preferred First Name

- Your preferred first name will be displayed, but not limited to the UVic Online Directory, Exchange Email and Calendar

Preferred First Name

3. Contact Information

- You are encouraged to update your contact information by logging into the UVic portal using your NetLink ID and password at www.uvic.ca/mypage. Use this form to update your contact information only if you are not able to access the portal.

My mailing address has already changed **or** My mailing address will change on _____
(dd-mmm-yyyy)

Street Line 1		Postal Code or ZIP	
Street Line 2		Country	
Street Line 3		Telephone #	
City		Mobile Phone #	
Province or State		Email Address	
Employee's Signature (hand-written)		Date signed (dd-mmm-yyyy)	

➔ **Sign this form (by hand) and return it using one of the methods below. Remember to include supporting documentation (if applicable).**

In person:

Accounting Services
Michael Williams Building
Room B115

By Mail:

Accounting Services
University of Victoria
PO Box 3040 STN CSC
Victoria BC V8W 3N7 Canada

Office use only

Date Received

Date input

Processed by

The University of Victoria is committed to treating personal information in accordance with FIPPA and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA) and the University Act. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see [Schedule A](#), Procedures for the Management of Personal Information. Should you have any questions concerning your personal information please contact the access and privacy office at foipp@uvic.ca.