



FLORIDA STATE COLLEGE AT JACKSONVILLE

REQUEST FOR CHANGE OF ADDRESS/TELEPHONE NUMBER

TO: Human Resources Department
Martin Center for College Services

Please update my personnel records to reflect the following change(s) in my address and/or telephone number effective _____
(Date)

Name: _____ Employee PID Number: _____
(Please type or print)

I. HOME ADDRESS/TELEPHONE NUMBER:

From: _____
Street Address/Box

City, State, Zip Telephone No.

To: _____
Street Address/Box

City, State, Zip

II. CAMPUS ADDRESS/TELEPHONE NUMBER:

From: _____
Campus – Building – Room Telephone No.

To: _____
Campus – Building – Room

Employee Signature Date

HUMAN RESOURCES DEPARTMENT USE

The request you made to change your address/telephone number has been made. Thank you for keeping us informed of this information.

Human Resources Information Records Date

APM 03-0403
HR 043 (008) (1)

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Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville.