

SOCIAL SECURITY NUMBER CHANGE

INTRODUCTION:

The interdependence of system applications utilized by Bowling Green State University requires that a social security number change follow a uniform policy. Employment and Student Academic Records will bear the social security number as it appears on the individual's Social Security Card.

POLICY:

1.0 Policy

A request to change a social security number at Bowling Green State University may be made at the appropriate office; Office of Registrations and Records for Students and Office of Human Resources for Faculty/Staff.

To protect the integrity of your records, Bowling Green State University requires your written authorization and documentary proof of the social security number change. Your written authorization should include your BGSU ID number and your Social Security Number and your signature authorizing the change.

Students (current and former) may make their request in person or by mail or fax. When making a request in person, an individual need only to provide the appropriate documentation (Social Security Card) and complete a Social Security Number Change Request Form. When making a request by mail or fax, an Individual needs only to complete a Social Security Number Change Request form, which may be notarized confirming the appropriate documentation has been provided or copies of the appropriate documentation may be sent with the completed form in lieu of the notarization.

Faculty/Staff must make their request in person. When making a request in person, an individual need only to provide the appropriate documentation (Social Security Card) and complete a Social Security Number Change Request Form.

Documentary proof of your social security number change entails, with few exceptions, verification of your new social security number. The documents used to verify your new social security number is a social security card. This is the only acceptable document, whether it is presented in person, mail or fax; or is presented to a notary when requesting the social security number change by mail or fax. Copies may be provided in lieu of originals.

2.0 Enforcement

ADDITIONAL INFORMATION:

Once printed, this policy may be outdated. The official policy can be found at <website address will be completed by Internal Audit>.

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