THE UNIVERSITY OF NEWCASTLE AUSTRALIA

REQUEST TO CHANGE PERSONAL DETAILS FORM

NOTE: If you have access to HRonline, please use it to change your personal details. Otherwise, complete this form online and then print it off, sign it and forward to the HR Service Team, Human Resource Services. Supporting documentation must be provided when changes to personal details noted on this form are made.

First Name	Last Name	Staff No.

	Current Details	Change To
Last Name		
First Name		
Second Name		
Third Name		
Title		
Date of Birth		
Gender		
Address		
	Post Code	**Post Code**

I declare that the above details are true and accurate.

Name (please print) _____ **Signed** _____ **Date** ____/____/____

Contact phone number

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