

**Legal Name and/or Gender Change**

This form may be used by current and former employees to change their legal name and/or gender in the University of Florida’s HR system. Please see the Name and/or Gender Change Policy for additional information regarding the type of records that can and cannot reflect the desired change.

Process:

1. Complete the information below with your new name and/or gender.
2. Include an updated copy of your Social Security card to change your UF Business name in the myUFL system.

\*Per University Policy, do not send any Social Security numbers or documents through UF email. Employment Operations & Records turnaround timeframe is typically 5 to 7 business days.

**Display Name and/or Directory Name Change**

To change your display and directory name only, you may do so by going to:

**Main Menu > My Account > Update My Directory Profile**

Submit via fax or mail this form along with a copy of an updated social security card to:

Employment Operations & Records  
Human Resource Services  
903 W University Ave  
Gainesville, FL 32611

**Questions?**  
Email: [employment@ufl.edu](mailto:employment@ufl.edu)  
Phone: (352) 392-2477  
Fax: (352) 846-0668

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

Former Legal Name: \_\_\_\_\_  
Last Name First Name Middle Name

New Legal Name: \_\_\_\_\_  
Last Name First Name Middle Name

New Legal Gender: \_\_\_\_\_

Phone (in case we need to reach you): \_\_\_\_\_