

# Change In PERA Records Instructions

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## Required Documentation

- If your name changed, PERA will need proof of your name change (ex: Driver's License, Social Security card, Passport, Court documents).

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### Section 1

#### Information About You

1. Please fill out all demographic fields of this section.

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### Section 2

#### Information About Your Name Change/Correction

1. Please provide information about your current and previous name and the effective date of change.
2. Refer to the above required documentation if your name has changed.

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### Section 3

#### Information About Your Address Change/Correction

1. Please provide information about your current address and the effective date of change.

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### Section 4

#### Information About Your Marital Status Change/Correction

1. Please provide information about your current marital status and the effective date of change.

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### Section 5

#### Information About Your Social Security Number Change/Correction

1. Please provide information about your current and previous Social Security Number and the effective date of change.

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### Section 6

#### Your Authorization

1. This section acknowledges your change in PERA records and that you understand the requirements of completion.

# Change In PERA Records

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA via regular mail, fax, or e-mail to [noreply.records@pera.nm.gov](mailto:noreply.records@pera.nm.gov) for processing.

## Section 1

### Information About You

Social Security Number or PERA ID		Name (First, Middle Initial, Last)	
Date of Birth	Phone Number	E-mail Address	

## Section 2

### Information About Your Name Change/Correction

If your name changed, PERA will need proof of your name change (ex: Driver's License, Social Security card, Passport, Court documents).

Current First Name (First, Middle Initial, Last)	Previous Name (First, Middle Initial, Last)
Effective Date of Change (mm/dd/ccyy)	

## Section 3

### Information About Your Address Change/Correction

Address Type  Permanent  Temporary  Mailing

Street Address	City	State	Zip Code
Foreign Province	Foreign Postal Code	Foreign Country	
Effective Date of Change (mm/dd/ccyy)			

## Section 4

### Information About Your Marital Status Change/Correction

Current Marital Status:  Never Married  Married  Widowed  Divorced\*

\*Note: PERA requires the review of **ALL** court-endorsed divorce documentation. If your divorce was prior to PERA membership, please submit a copy of the first page of your Final Divorce Decree ONLY. If you remarried PRIOR TO PERA membership and are still married to the same person no divorce decrees are required.

Previous Marital Status:  Never Married  Married  Widowed  Divorced\*

Effective Date of Change (mm/dd/ccyy): Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

## Section 5

### Information About Your Social Security Number Change/Correction

Current Social Security Number	Previous Social Security Number	Effective Date of Change (mm/dd/ccyy)
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## Section 6

### Your Authorization

Signature of Member	Date
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