



# OFFICE OF HUMAN RESOURCES

50 Frida Kahlo Way • Conlan Hall 107 • San Francisco, CA 94112 • Phone: 415-452-7660

## Chosen First Name FAQ

City College of San Francisco (CCSF) recognizes that, within our community, many people use names other than their legal names to identify themselves. As long as the use of this different first name is not for purposes of misrepresentation or to avoid legal obligations, the College acknowledges that a chosen first name can be used wherever possible as employees engage in their professional careers at CCSF. Therefore, the College allows for any current employee to utilize a chosen first name wherever possible.

### FAQ's

#### What is a Chosen First Name?

A chosen first name is a name that you choose to be used in place of your legal first name in appropriate College systems. Employee may not designate a chosen family/last name.

#### Where will my chosen first name appear?

Your chosen name will appear in many places used by students, fellow staff members, supervisors, and the general public, including:

- Class Rosters
- WEB 4
- Canvas
- Employee Directory

#### Where will my legal name appear?

Your legal name will be used where it is required by College business or legal need such as:

- Employment Verification
- Payroll and Other Financial Matters\*
- Any legal document produced by the College
- Federal and state reporting\*

*\*CCSF Payroll is obligated to report employees' wages and taxes to governmental agencies under the legal name shown on the employee's Social security card as issued by the Social Security Administration.*

#### Are All Chosen First Name Requests Approved?

Chosen names cannot contain foul or inappropriate language, nor can they be used for purposes of misrepresentation.

#### How Do I Change my Legal Name?

To submit a change of legal name, you must provide all required documentation and complete a Change of Directory form.

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## Faculty & Staff Chosen Name Change Form

**This form is for current faculty and staff so they may file a chosen name change. Only first name may be changed to a chosen name.** Please be advised that changing your first name is not the same as legally changing your name through the courts. If you have a legal name change, please complete the “Request for Change of Directory Information” form and provide supporting legal documentation.

**An employee's chosen name will be used on internal records such as class rosters, Canvas and Web4, and the public employee directory on the website.**

**Complete the form and present in person:**

City College of San Francisco  
Human Resources Department  
50 Frida Kahlo Way, Conlan Hall 107  
San Francisco, CA 94112

Photo ID is required. Present this form along with a copy of your current photo identification in person to the Office of Human Resources at the District Office location for verification.

### Section 1: Employee Identification

Legal name as it currently appears on your employee records:

\_\_\_\_\_

Last Name

First Name

Middle Initial

Employee ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
mm/dd/yyyy

### Section 2: Chosen Name

First Name (NEW) only:

\_\_\_\_\_

First Name

### Section 3: Signature

My signature authorizes City College of San Francisco to change my chosen name.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date: mm/dd/yyyy

**Disclaimer:** Indicating a chosen name will only change which name appears in internal locations such as Web4 and class rosters. It will not change your legal name, which will appear on all official CCSF documents such as Payroll Documents, State/Federal Reporting. These items will not be changed unless proof of a legal name change is presented.

#### OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_