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Proof of Birth Date and Name Change Documentation

Your retirement benefit is based on the ages of you and your beneficiary, if applicable. Therefore, when you retire, we require documentation of both you and your beneficiary's date of birth and any name changes. Please submit **legible photocopies** of your documents with your name and social security number written on each document.

Proof of Birth Date Documentation

Any one of the following may be used to establish birth date for you and your beneficiary. If your current name is different from that listed on these documents, refer to the Name Change Documentation section of this form.

- A birth certificate.
- An infant baptism certificate.
- A delayed certificate of birth.

Name Change Documentation

Any of the following may be used to document name changes for you and your beneficiary.

- Marriage certificates.
- Adoption papers.
- Divorce papers, only if the document restores your name back to your previous or maiden name.
- A driver's license, if your maiden name is also listed.
- A child's birth certificate, if your maiden name is shown.

Alternative Documents

Any two of the following documents may be used to establish birth date and/or name change in lieu of the above categories. **Please note that if your current name and date of birth are listed on both documents, these two documents together will satisfy our birth date and name change documentation requirements.**

- School age records.
- Military service records.
- A marriage record, if your birth date is shown.
- A Naturalization certificate, if your age is shown.
- A transcript of record from U.S. Bureau of Census.
- Family records in the family Bible.
- A passport.
- Motor vehicle records.
- A Social Security estimate. (Your Social Security Card does not list your birth date.)
- Voter registration records.
- Any document over ten years old if birth date is shown.
- A notarized statement from a relative, who was an adult at the time of your birth, certifying your birth name and birth date.