



HR Use Only:
Date Entered & Initial

Change of Address and/or Telephone Number

Please Print

\_\_\_\_\_  
 Last Name                                      First Name                                      MI                                      BRCC ID# or Social Security #

**Please change my address and/or telephone number in the following:**

- Human Resources
- Payroll
- Retirement and
- Insurance records (if applicable), to:

Address \_\_\_\_\_  
 \_\_\_\_\_

Telephone# (\_\_\_\_\_) \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_

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

*If this form is returned from off campus, please mail to:*

**Baton Rouge Community College  
 Office of Human Resources  
 201 Community College Drive  
 Baton Rouge, LA 70806**

You may contact the Office of Human Resources at (225) 216-8268 if you have any questions.