

Onslow County Health Department (OCHD)
Medical Records
Demographics Change Request

Last 4 digits of SSN (if available):

Date of Birth (MM/DD/YY):

NAME CHANGE (Print or type name exactly as it should appear)

Change Name From (Last, First Middle)

Change Name To (Last, First Middle)

Name Change Reason: Marriage Divorce Court Order/Naturalization Misspelling

Indicate any other names by which you may be known:

1)
Last, First MI Maiden

2)
Last, First MI Maiden

3)
Last, First MI Maiden

4)
Last, First MI Maiden

Other Demographic Change(s):

Change Birth Date From

Change Birth Date To

Change Race From

Change Race To

Change Sex From: Male Female **Change Sex To:** Male Female

Current Mailing Address:

Street or POB

City, State Zip Code

Phone w/ Area Code

I understand that the new name will appear on all official records created by OCHD after the date of this request. I also understand that I must complete a new Demographic Change Request Form for any additional changes.

Printed Name (Client or Legal Representative)

Date

Signature (Client or Legal Representative)

Signature OCHD Staff Member

Date

For Medical Records Use Only

Documentation Received: Birth Certificate Court Order Divorce Decree Driver's License
Marriage License Naturalization Certificate Passport SSN Card

Other:

CNDS Ownership: OCHD Owns & can make changes at time of service. DSS Owns. Remains as is until DSS updates CNDS.

Date Changed & Initials: HIS: Medical Record: NCIR: Dbase:

GUIDELINES FOR DEMOGRAPHICS CHANGES

Please read the following information CAREFULLY before requesting a demographic(s) change.

- Complete the Demographics Change Request form.
- Any request for demographic change(s) must be done in person.
- Supporting legal documentation is **required**. The preferred supporting legal documentation is a Social Security Card showing the new name issued by the Social Security Administration. In absence of a Social Security Card supporting documentation may include a marriage license, divorce decree, birth or naturalization certificate, court order, passport, or driver's license.
- When a copy of the Social Security Card is provided it will be maintained on a separate sheet of paper in the Medical Record chart. If at any time the record is disclosed, the SSN must be redacted.
- To minimize delay during scheduled appointments, clients are encouraged to resolve demographic changes prior to their scheduled appointment.
- Your legal name must appear the same on all official Onslow County Health Department records.
- Additional demographics change in the future must be accompanied by a *new* "Demographics Change Request" form.
- Once the name change has been entered into the official OCHD records, you will need to use your new name on all correspondence