HOW TO COMPLY WITH POLICY 3-703
(Identity Theft Protection Program)

The Board of Regents new **Policy 3-703** (Identity Theft Prevention Program) is intended to comply with Federal Trade Commission (FTC) requirements and to address risks associated with identity theft.

To ensure compliance with the standards associated with requests to change a name or social security number, ASU has established the following protocols with respect to identifying information:

Written Protocol for Legal Name Changes

1. Employee fills out the Application for Name Change form (cfo.asu.edu/hr-forms)

2. Employee provides original documentation to verify name change (Social Security card).

3. Employee submits application **in person** to the Office of Human Resources for name change, updated I-9 and Social Security card.

4. The Office of Human Resources (OHR) will validate the request by reviewing the required documentation and visual likeness to photo identification for the name change and process accordingly.

Written Protocol for Social Security Number Changes

*For employees who request changes to Social Security numbers located in HRIS
as a method of record*

1. Employee notifies the payroll department that his/her social security number is incorrectly entered into the system (discovered through reviewing W-2 tax documentation).

2. Employee presents an original Social Security document along with photo identification to an OHR staff member who visually verifies the likeness to validate the error.

3. OHR will investigate the error and determine if the data was erroneously entered. (Review I-9 and system of record for Social Security number.)

4. If OHR determines a data entry error occurred, OHR will fix the error.