



City of Pittsburgh
Operating Policies

Policy: Name/Address Change – Employees & Applicants	Original Date: 4/1986
	Revised Date: 9/2009

PURPOSE: To outline a policy for applicants and employees that need to change their address, name or phone number.

POLICY STATEMENT: The following policy addresses the appropriate method for all current employees and employment applicants with the City of Pittsburgh. It is required to keep name, address and phone number updated. This is required so that we can notify you as needed regarding various employment information.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE – FOR EMPLOYEES

Please notify the Department of Personnel and Civil Service Commission (P&CSC) within two weeks if you change your address, name, or phone number. Please visit the Department of Personnel on the Fourth Floor of the City-County Building, prepared to provide P&CSC with the following information:

- Former Name/Address/Phone Number
- New Name/Address/Phone Number
- Department
- Division/Bureau
- Position
- Payroll Number
- Social Security Number
- Residency Verification (for address changes)

If you have just changed your phone number, you may notify P&CSC by phone by calling **412-255-2710**. If, however, you have changed your address, you must

provide documentation to P&CSC to verify your City residency. In addition, you must complete the Employee Change of Address/Name/Telephone and Employee Verification Statement of Legal Residence and Domicile forms.

PROCEDURE – FOR APPLICANTS

Please notify P&CSC as soon as you change your address, name, or phone number. Please visit the Department of Personnel on the Fourth Floor of the City-County Building, prepared to provide us with the following information:

- Former Name/Address/Phone Number
- New Name/Address/Phone Number
- Positions for which you have submitted applications
- Recruitment Request Notifications submitted
- Social Security Number
- Residency Verification, if applicable

If you have only changed your phone number, you may notify P&CSC by phone by calling **412-255-2710**.

If you have changed your address:

- For positions requiring City residency *at time of application*, you are required to provide documentation to P&CSC to verify your City residency. Please select or click on [City residency](#) for verification information.
- For positions requiring City residency *prior to appointment*, notify P&CSC of your change of address and if you receive an offer of employment, you will be required to verify City residency before you actually begin working for the City of Pittsburgh.