

## **ODU Research Foundation Name Change Procedure**

ODU Research Foundation employees who wish to request a name change must first go to the Social Security Administration office (SSA). The SSA will make the name change to their social security records. A receipt indicating the name change will be provided by the SSA. The employee may then request a name change to their ODU Research Foundation records.

The following is a list of the local Social Security Administration offices:

Hampton 1026-B Settlers Landing Rd., phone 728-0221  
Newport News 11706 Jefferson Ave., phone 873-3914  
Norfolk 5850 Lake Herbert Dr., phone 858-6089  
Portsmouth 3248 Academy Ave., phone 465-4896  
Suffolk 502 Hillpoint Blvd., phone 934-0532  
Virginia Beach 2875 Sabre St., phone 498-8726

**The employee will need to**