



Change in NMERB Records

Member to send completed form to location below

Please print clearly and complete with black or blue ink only.
Your changes will be rejected if there is any whiteout on this form.

COMPLETED BY MEMBER

I am a/an (check one): Active member Retired member Inactive member Beneficiary

Name (First, Middle, Last)	Last 4 digits of your SSN XXX-XX-
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 X _____	_____
Member's signature	Date (mm/dd/yyyy)

Address Change/Correction

Address Permanent Mailing Please check if applicable: International/APO/FPO/DPO

City	State/Province	Zip/Postal code	Foreign country
_____	_____	_____	_____
Home phone	Cell phone	Email	Effective date (mm/dd/yyyy)
_____	_____	_____	_____

Marital Status Change/Correction (additional action required – see Instructions)

Current marital status: Married Divorced Widowed Effective date (mm/dd/yyyy): _____

Previous marital status: Never married Married Divorced Widowed

Name Change/Correction (additional action required – see Instructions)

Name (First, Middle, Last)

Current	_____
Previous	_____

Social Security Number Change/Correction (additional action required – see Instructions)

Current	_____	Previous	_____
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INSTRUCTIONS

Address change/correction

1. If you are retired, the NMERB must receive your change of address by the 10th of the month in order to become effective the same month. Requests received after the 10th of the month, will become effective the following month.
2. By supplying the NMERB with your Email you are agreeing to receive emails from the NMERB. Your Email will not be shared or sold.

Marital status change/correction

3. You must include a photocopy of your marriage certificate, court order or divorce decree stating your legal marital change. Review your NMERB beneficiary designation as you may need to update it.
4. A divorce does not automatically remove your former spouse as your plan beneficiary. Fill out and submit a new *Beneficiary Designation* to make changes.

Name change/correction

5. You must include a photocopy of your valid, unexpired driver's license, passport, marriage certificate, court order or divorce decree stating your legal name change.

Social Security Number change/correction

6. You must include a photocopy of your valid, unexpired driver's license, passport, and Social Security card issued with your updated information.

General

7. If you are unable to submit this request electronically, please mail your completed paper form to the address below.
8. Please keep a copy of this document for your records.