



Personal Information Change Request

Form Revision Date: 7/2023

Submit completed form to: SDRS, PO Box 1098, Pierre, SD 57501

Email: sdrsweblink@state.sd.us Fax: 605-773-3949

Questions? Call 605-773-3731 or 1-888-605-SDRS (long-distance callers only)

Personal Information

SDRS ID or Last Four Digits of SSN	Last Name	First Name	MI
Primary Phone Number		Secondary Phone Number	
Primary Email		Secondary Email	
In providing your email address, you are granting SDRS permission to include your email address on the SDRS email list. You may unsubscribe from this list at any time by contacting SDRS.			

Please complete applicable section(s) and sign below.

Mailing Address Change

Old Mailing Address	City	State	ZIP
New Mailing Address	City	State	ZIP

Marital Status Change

Update marital status due to:				Note: SDRS cannot update your marital status until documentation is received.
<input type="checkbox"/> Marriage (Attach photocopy of marriage certificate) <input type="checkbox"/> Divorce (Attach photocopy of divorce certificate/decree) <input type="checkbox"/> Death (Attach photocopy of spouse's death certificate)				
Spouse's Last Name		Spouse's First Name		
Spouse's Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Spouse's Date of Birth		SDRS advises members to update their beneficiary designations anytime there is a marital status change by completing a new beneficiary designation form, available online at https://www.sd.gov/sdrs .
Date of Marriage	If applicable, Date of Death	If applicable, Date of Divorce	If Divorced: Is there a Qualified Domestic Relations Order (QDRO)? <input type="checkbox"/> Yes (Attach photocopy of QDRO) <input type="checkbox"/> No	

Name Change

Last Name	First Name	MI
Attach photocopy of <u>one</u> form of documentation verifying name change: <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Court Order		

Signature

I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.	
Attach a photocopy of <u>one</u> of the following forms of identification: <input type="checkbox"/> Driver License <input type="checkbox"/> Passport <input type="checkbox"/> Govt-issued Nondriver ID	
Signature	Date