


REGULANT NAME AND ADDRESS CHANGES

Licensing & Regulation Policy 300-01 | Effective 11/19/2024

I. STATEMENT

The Department of Professional and Occupational Regulation (DPOR) shall accurately record all requests for name and address changes in a timely manner and in accordance with established licensing and enforcement systems data entry standards and Virginia law.

Approved By:



Digitally signed by Brian Wolford
Reason: I am approving this document
Date: 2024.11.19 13:43:42 -05'00'

II. PURPOSE

The purpose of this policy is to ensure consistent processing of name and address changes received by DPOR.

III. DEFINITIONS

N/A

IV. PROVISIONS

A. WRITTEN REQUESTS REQUIRED

1. Name and address change requests may be submitted by mail (including email) or facsimile on a [DPOR Name Change Form](#), [DPOR Address Change Form](#), or completed using DPOR's online licensing database. Telephone requests for name and address changes shall not be accepted.
2. Individual name change requests must be accompanied by a copy of a marriage certificate, divorce decree indicating a name change, court order, or other state's official documentation that provides legal proof of the name change.
3. Business name change requests must be accompanied by all information required by the appropriate board regulations for changing a business name (based on State Corporation Commission or locality business requirements).

B. REQUESTS NOT INITIALLY RECEIVED BY THE APPROPRIATE LICENSING SECTION

1. Any regulatory board receiving a request for a name and/or address change not related to the profession or occupation handled by that section shall forward the request to the appropriate licensing section for processing.
2. Compliance and Investigations Division and Examinations Section personnel who determine that a regulant's name, main address, and/or physical location is different from the name and address of record shall inform the regulant that a written request for the change with required documentation must be submitted to the appropriate licensing section at the Department of Professional and Occupational Regulation, or completed on the regulant's online account. The licensee's record shall be changed only upon receipt of written notification.

V. RELATED DOCUMENTS

[USPS Address Standards](#)

[Data Entry Standards](#)

Policy Title: Licensing and Regulation Policy 300-01
Regulant Name and Address Change
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