

Approved By:

- I. PURPOSE:** The purpose of this policy is to ensure consistent processing of name and address changes received by the Department of Professional and Occupational Regulation.
- II. POLICY STATEMENT:** DPOR shall accurately record all requests for name and address changes in a timely manner and in accordance with established EAGLES address definitions, licensing and enforcement systems data entry standards, and United States Postal Service Address Standards.
- III. DEFINITIONS:** N/A
- IV. RELATED DOCUMENTS:** → [Data Entry Standards](#)
→ [USPS Address Standards](#)
- V. GENERAL PROVISIONS:**
- A. WRITTEN REQUESTS REQUIRED**
1. Name and address change requests may be submitted by mail (including e-mail) or facsimile on a [DPOR Name Change Form](#), [DPOR Address Change Form](#) or other written format. On-line address changes may be performed by the regulant on the Department's website. 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, court order, or other 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 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. The licensee's record shall be changed only upon receipt of written notification.
 3. Name and/or address changes submitted to the Education and Examinations Section will be posted to the candidate's record, then forwarded to the appropriate licensing section to ensure three-year retention in the section's daily files.