

**Real Estate Board
 INDIVIDUAL - NAME/ADDRESS CHANGE FORM**

Complete the information below for each license, certification or registration you hold from DPOR.

- Changes to your **legal name** will affect all of the license(s) you hold with DPOR. Changes to **DBA name** will only affect your Real Estate license(s).
- For **Name Changes**, all of your current Real Estate license(s) - not your pocket card - **NO COPIES** - **MUST** be obtained from your broker and attached to this application or this application will be returned to you without being processed.
- Individuals requesting a legal **Name Change** (not DBA name) must attach a copy of official documentation that verifies the name change. (e.g. divorce decree, court order, driver's license, Social Security Card, or U.S. Passport)

1. What is the name on your **current** license?

A. Full Legal Name _____

(Name as it appears on your license)

B. Doing Business As (DBA) name: _____

(If applicable)

2. Provide the following identification numbers*:

Social Security Number and/or

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Virginia DMV Control Number

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➤ Provide the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

3. Contact Numbers

_____	_____
<small>Primary Telephone</small>	<small>Alternate Telephone</small>

4. List **all** license numbers and license types you hold from DPOR:

Virginia License Number	<table border="1" style="width: 100%;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											License Type _____
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NOTE: Failure to list all licenses/certificates/registrations may result in you not receiving important notices and/or information from the board that issued your license/certificate/registration.

5. Are you applying to **change** your **Legal Name**?

No

Yes If yes, what is your **New** Legal Name?

(As it appears on your government issued ID or other legal documentation.)

_____	_____	_____	_____
<small>First (required)</small>	<small>Middle</small>	<small>Last (required)</small>	<small>Generation</small>

➤ Individual name change must be accompanied by a copy of official documentation that **verifies** the name change (e.g. divorce decree, court order, driver's license, Social Security Card, or U.S. passport)

6. Are you applying to **change/add** a "**Doing Business As (DBA)**" name?

No

Yes If yes, what is your **New** DBA Name?

DBA Name _____

First or last name of your legal name must be included in your professional name (i.e. John D., or J. Doe)

7. Are you applying to change your **address** (place of Residence)?

No

Yes If yes, provide the following information:

New Physical Address: _____

RESIDENTIAL (PHYSICAL) _____

ADDRESS REQUIRED _____

(PO Box not accepted)

City _____ State _____ Zip Code _____

8. All **correspondence** from the board are mailed to the individual's **physical address** on record. Complete the following table if you would like to have your correspondence mailed to a **different address**:

(The address(es) listed below will become the 'Mailing Address' for the related license(s).)

No

Yes If yes, provide your license number and address for each license type you hold from DPOR.

License Number	Mailing Address

➤ All Real Estate License(s) are mailed directly to the Firm/Sole Proprietor.

9. I certify that all information provided on this form is true and accurate, and that I am authorized to request the changes herein.

Signature _____ Date _____

*All Individuals who are changing their legal name and/or DBA name must **attach all original Real Estate license(s)** - no pocket cards - to this application before this request will be processed.*

Staple **All Original License(s)** Here
NO COPIES