

**NAME CHANGE FORM**

1. What type of name change are you reporting?

- A. Individual - Individual name change request **must** be accompanied by a copy of a marriage certificate, divorce decree, court order, or other official documentation that verifies the name change.
- B. Business - Before submitting a *"Name Change Form"* for your business, you must read the regulations specific to your license, certificate or registration to determine if a new application is required for a **new** business entity.
  - All Real Estate Individuals/Firms must use the board specific [Name/Address Change Form](#).

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

A. Name Currently on License: (Individuals Only) \_\_\_\_\_

Individual's New Name: \_\_\_\_\_

|                          |                      |               |                      |
|--------------------------|----------------------|---------------|----------------------|
| Virginia License Number: | <input type="text"/> | License Type: | <input type="text"/> |
| Virginia License Number: | <input type="text"/> | License Type: | <input type="text"/> |
| Virginia License Number: | <input type="text"/> | License Type: | <input type="text"/> |

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.

B. Name Currently on License: (Business Only) \_\_\_\_\_

Current Trade, "Doing Business As" (DBA) or Fictitious Name \_\_\_\_\_

New Business Name: \_\_\_\_\_

New Trade, "Doing Business As" (DBA) or Fictitious Name <sup>▲</sup> \_\_\_\_\_

▲ Provide copy of certificate filed with the State Corporation Commission or locality pursuant to § 59.1-69 of the Code of Virginia

|                          |                      |               |                      |
|--------------------------|----------------------|---------------|----------------------|
| Virginia License Number: | <input type="text"/> | License Type: | <input type="text"/> |
| Virginia License Number: | <input type="text"/> | License Type: | <input type="text"/> |
| Virginia License Number: | <input type="text"/> | License Type: | <input type="text"/> |

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.

3. Contact Numbers \_\_\_\_\_

Primary Telephone

Alternate Telephone

Fax

4. Old E-mail Address \_\_\_\_\_

New E-mail Address \_\_\_\_\_

Email address is considered a public record and will be disclosed upon request from a third party.

**NOTE: This will not change your existing User ID (log-in) when using DPOR on-line services.**

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please sign and submit this form to the following address or fax:

Department of Professional and Occupational Regulation  
 9960 Mayland Drive, Suite 400  
 Richmond, VA 23233-1485  
 Fax Number (866) 266-6818

IF YOU NEED TO REPORT AN ADDRESS CHANGE, PLEASE COMPLETE THE [ADDRESS CHANGE FORM](#)