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: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] License Type: [ ] [ ] [ ] [ ] [ ]
     - Virginia License Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] License Type: [ ] [ ] [ ] [ ] [ ]
     - Virginia License Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] License Type: [ ] [ ] [ ] [ ] [ ]
     - **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
       - **Note**: Provide copy of certificate filed with the State Corporation Commission pursuant to § 59.1-69 of the Code of Virginia
     - Virginia License Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] License Type: [ ] [ ] [ ] [ ] [ ]
     - Virginia License Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] License Type: [ ] [ ] [ ] [ ] [ ]
     - Virginia License Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] License Type: [ ] [ ] [ ] [ ] [ ]
     - **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's Online 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** __________________________  **Print Name** __________________________  **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**