

**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)
- Individuals requesting a legal **Name Change** AND currently hold **an existing DBA name**: All DBA names must match legal names. If the first or last name has changed, the DBA Name may need to be updated as well. \*See questions 6 & 7.

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 at least **one** of the following identification numbers\*:

**Social Security Number** and/or

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**Virginia** DMV Control Number

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- Enter 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

\_\_\_\_\_ Primary Telephone      \_\_\_\_\_ Alternate Telephone

4. Email Address

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

- The email address provided above will be used for your individual online profile with DPOR. It can **not** be used by any other individual license holder or other firms registered with DPOR or the Real Estate Board. The email address provided will be unique to this individual license.

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

Virginia License Number											License Type _____
Virginia License Number											License Type _____
Virginia License Number											License Type _____
Virginia License Number											License Type _____
Virginia License Number											License Type _____
Virginia License Number											License Type _____

6. A. Are you applying to **change** your **Legal Name**?

No  If no, Skip to question #7.

Yes  If yes, provide your **New** Legal Name: (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_ Last (required)      \_\_\_\_\_ First (required)      \_\_\_\_\_ Middle      \_\_\_\_\_ Generation

➤ 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)

B. Do you have an **existing DBA name** (as listed in question #1.B.)?

No  If no, Skip to question #7.

Yes  If yes, the DBA name must include the first or last name of the new legal name.

➤ **IF** the DBA name does not match the new legal name, the DBA name will be dropped from the license record. To **change or add** a DBA name, continue to the next question.

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

No

Yes  If yes, what is the **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)

8. 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 \_\_\_\_\_

9. 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.

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

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.*