

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

Attach additional forms to include all license types with your submission.

NOTE: Failure to list all licenses, certificates or registrations may result in not receiving important notices and/or information from the board that issued the license, certificate or registration.

1. Individual/Business Name _____
 Real Estate Individuals/Firms must use the board specific [Name/Address Change Form](#).

2. Provide either your Social Security Number or VA DMV Control Number* : - -
 (Individual license types only. Use number on file with the board.)

* 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. Date of Birth (If applicable) _____ 4. Contact Numbers _____
 Primary Telephone Alternate Telephone

5. **Current** Mailing Address on record with the board: _____

 City State Zip Code

6. Requesting Address Change for:
 A. Virginia License Number: License Type:
 Name as it appears on License: _____
 NEW Mailing Address (PO Box accepted): _____ NEW Street Address (PO Box not accepted): _____

 City State Zip Code City State Zip Code

Check box if Street Address is the same as the Mailing Address.

B. Virginia License Number: License Type:
 Name as it appears on License: _____
 NEW Mailing Address (PO Box accepted): _____ NEW Street Address (PO Box not accepted): _____

 City State Zip Code City State Zip Code

Check box if Street Address is the same as the Mailing Address.

If changing more than two license types, please add an additional request form to your submission.

7. 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.

8. I certify that all 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 DPOR mailing address provided above or **Fax to (866) 266-6818**

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