



COMMONWEALTH of VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

3600 West Broad Street, Richmond, Virginia 23230-4917
Telephone (804) 367-8500 TDD (804) 367-9753
http://www.dpor.virginia.gov

LOUISE FONTAINE WARE
DIRECTOR
SANDRA WHITLEY RYALS
CHIEF DEPUTY

DEPUTY DIRECTORS
KAREN W O'NEAL
Licensing & Regulation
NICK A CHRISTNER
Compliance & Investigations
STEVEN L ARTHUR
Administration & Finance

LICENSING AND REGULATION POLICY

#300-01

REGULANT NAME AND ADDRESS CHANGES

EFFECTIVE DATE: May 23, 2005

APPROVED BY: LFW

I. HISTORY

This policy replaces Licensing and Regulation Policy #300-01, Regulant Name and Address Changes, effective August 16, 2004.

II. PURPOSE

The purpose of this policy is to ensure consistent processing of name and/or address changes received by the Department of Professional and Occupational Regulation.

III. POLICY

The Department of Professional and Occupational Regulation shall accurately record all requests for name and/or address changes in a timely manner.

IV. DEFINITIONS

None

V. PROCEDURES

A. ALL NAME AND ADDRESS CHANGES MUST BE SUBMITTED IN WRITING TO THE APPROPRIATE REGULATORY BOARD SECTION.

- 1. Name and address change requests may be submitted by mail (including electronic mail) or facsimile on either a DPOR Name & Address Change Form (http://www.state.va.us/dpor/namechange_main.htm) or other written format, or on-line via the Department's web site. Telephone requests for name or address changes shall not be accepted.

2. Individual name change requests must be accompanied by a copy of a marriage certificate, divorce decree, court order or other official documentation that verifies the name change.
3. Business name change requests must be accompanied by all information required by appropriate board regulations for changing a business name.

B. REQUESTS NOT INITIALLY RECEIVED BY THE APPROPRIATE REGULATORY BOARD SECTION

1. Any regulatory board receiving a request for a name and/or address change not related to the occupation or profession regulated in that section, will forward the request to the appropriate regulatory board section for processing.
2. Compliance and Investigations Division personnel who determine that a regulant's name and/or permanent physical address is different from the name/address of record shall inform the regulant that a written request for the change with required documentation must be submitted to the appropriate regulatory board section at the Department of Professional and Occupational Regulation. The licensee record shall be changed only upon receipt of the written notification.
3. Name and/or address changes submitted to the Education and Examinations Section will be posted to the candidate's record, then forwarded to the appropriate regulatory board section to ensure three-year retention in the section's daily files

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