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REQUEST FOR NAME CHANGE

INSTRUCTIONS

Use this form to request a change of name on a license that you hold or an application that you have filed.

If the name change is for a business and it is the result of a change of ownership, **STOP**. The new owner must apply for a new license for the business. Go to <https://dpr.delaware.gov/> for the application and instructions.

- Submit signed *Request for Name Change* form.
- If the license is for a person, enclose a **copy of the legal document** that changed your name. Examples include a marriage certificate, divorce decree or name change order from the court. Name changes will not be processed without this legal documentation.
- If the license is for a business **and** the name change is **not** related to an ownership change, submit a document showing the new name, such as a business license.

You may mail or fax the request to the Division. Please allow two to four weeks for your request to be processed.

- To confirm that your name has been changed, look up your record online at [Search & Verify a Professional License](#).
- If the license is for a person, you may change your contact information online at [Update Contact Information](#).
- If you wish to receive a license showing the new name, you may order online and pay the fee by credit card at [Request Duplicate License](#). However, *before you order*, please *confirm* your name change at [Search & Verify a Professional License](#). If you do not wish to order a duplicate license, the name change will appear on your next renewed license.

1. Your License (check one):

- I hold one or more Delaware licenses. Enter license number(s): _____
- I have applied for a license. Enter profession: _____

2. Full Name as it appears on **current** license/application: _____

3. Full Name as it should appear **after change**: _____

Enclose a copy of the legal document that changed your name.

4. Is the license for a business, instead of a person? Yes No If no, skip to Question 5. If yes, answer these additional questions about the business:

When is (or was) the effective date of this name change? _____

Is the name change due to change of ownership of the business? Yes No

- If no, explain the reason for the name change: _____
- If yes, **STOP**. The new owner must apply for a new license for the business. Application forms are available on <https://dpr.delaware.gov/>.

5. Do you also need to change your contact information? Yes No If yes, enter changes below:

Mailing Address: _____

If this license is for a business, has the business also **changed location**? Yes No **Note: We may need more information before we can process your request.**

Phone: _____ Email: _____

Signature: _____ **Date:** _____