

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.

\* Mailing Address is printed on the license.

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.

\* Mailing Address is printed on the license.

**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 online 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](#)**