



IREC use only

License #: _____

Approved: _____

NOTICE OF NAME CHANGE

INSTRUCTIONS: Complete this form and submit with legal documentation of the name change as specified below. Your change request will not be processed without supporting documentation.

Name of Licensee OR Entity for Which Name Change is Requested:

Name as it now appears on the license

License No.

1. **Personal Name Change:** You must enclose one (1) item from EACH list.

Full New Legal Name: _____
(must exactly match the full name listed on your legal ID)

List A**

(**must show your full new legal name)

List B

- Idaho driver's license or ID card
- Valid drivers license or ID card from another state or US territory
- Valid US Passport
- US Military ID or Military Dependant's ID
- US Coast Guard Merchant Mariner ID
- Native American tribal document

and

- Certified copy of marriage license
- Certified copy of court order for name change
- Certified copy of divorce decree

2. **Add Nickname:** The nickname must be a valid nickname or derivative of your legal name.

Nickname: _____
(i.e., Tom for Thomas, Kim for Kimberly, etc.)

3. **Company or DBA name:** Include a file-stamped copy of the DBA registration or other name change document from the Idaho Secretary of State (<https://sos.idaho.gov/>).

New DBA or Company Name: _____

To change the type of business entity (i.e., LLC to Corporation), do not use this form. Instead, you must submit a new license application for the new entity.

Authorized signature

Date