

# Updating My License Information

## Address/Name Change

A licensee is required to inform the WVOIC of a change of address within 30 days of the change. If an address change does not involve new residency in West Virginia, an address change can be submitted through [NIPR's contact change request](#) or by completing [the Address change request form](#).

A licensee is required to inform the WVOIC of a change of name within 30 days of the change. The name change can be submitted by completing the [Name change request form](#).

Include one of the following proof of name change items with your request:

1. A copy of your marriage license or divorce decree
2. A copy of your driver's license, displaying your new name

There are no fees to change a name or address on a license.