



### *Licensing & Education Division*

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#### **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.