

EMAIL ADDRESS CHANGE FORM

Complete the information below for each license, certification or registration you hold from DPOR.
 This form will NOT change any existing information that has been registered with our [DPOR Online Services](#)*.
 This change must be completed by the individual/business in conjunction with this form.
 *The Real Estate Board will update this information for their Regulators.

*If this form is being completed to take advantage of the new [online credentialing services](#), please note that these services are for Individual licenses only, **NOT** Business licenses.*

1. Provide the following information for an **Individual**:

A. **Individual** - Name on the License _____

B. Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

C. Provide the following identification numbers associated with this license and is *on file with the department*:
 Social Security No. **or** **Virginia** Department of Motor Vehicles (DMV) Control No. (Last 4 digits only)

D. The email listed above will be associated with the following license(s):
 Virginia License Number: License Type:
 Virginia License Number: License Type:

***Individual and Business entity cannot use the same email address.**
 To use the DPOR online services, the email address needs to be different.

2. Provide the following information for a **Business**:

A. **Business** - Name on the License _____
 Trade, "Doing Business As" (DBA) or Fictitious Name _____

B. Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

C. Provide the following identification numbers *on file with the department*:
 Business Federal Employer Identification Number (EIN) **or** -
 Sole Proprietor's Social Security No. or VA DMV Control No. (Last 4 digits only)

D. The email listed above will be associated with the following license(s):
 Virginia License Number: License Type:
 Virginia License Number: License Type:

***Individual and Business entity cannot use the same email address.**
 To use the DPOR online services, the email address needs to be different.

NOTE: Failure to list all licenses/certificates/registrations may result in you not receiving important notices and/or information from the board that issued your license/certificate/registration.

3. I certify that all the information provided on this form is true and accurate, and that I am authorized to request the changes herein.

Print Name _____ Title *(Applicable for a Business)* _____

Signature _____ Date _____

*This form may be submitted by email, faxed to (866)266-6818 or mailed to DPOR at the address listed above.
 Email addresses for the Board Sections are located on our website; www.dpor.virginia.gov/ContactUs/.*