

How Do I Change My NAME with the Board?

1. If you are a first time user, then register on the Board's new portal:
 - Navigate to the new e-License Home Page at <https://elicense.ohio.gov>.
 - Choose the **Login / Create an Account** option.
 - Choose the "**I HAVE A LICENSE**" button.
2. Log in to your account and click on the link "**Manage**" found in the License box.
3. Click on the link "**Change Name.**"
4. Upload one of the certified court records listed below:
 - Marriage Certificate/Abstract
 - Divorce Decree
 - Court Record indicating change of name
 - Documentation from another state/country consistent with the laws of that jurisdiction
5. Press "**Submit**". Requests received online are processed in 2-3 business days.

How Do I Change My ADDRESS with the Board?

1. If you are a first time user, then register on the Board's new portal:
 - Navigate to the new e-License Home Page at <https://elicense.ohio.gov>.
 - Choose the **Login / Create an Account** option.
 - Choose the "**I HAVE A LICENSE**" button.
2. Log in to your account at <https://elicense.ohio.gov> and
3. Click on the link "**Manage**" found in the License box.
4. Click on the link "**Change Address.**"
5. Press "**Submit**". Your address change will be automatically applied to your license or certificate.