

## How Do I Change My ADDRESS with the Board?

Has your address changed? It is required by law that licensees report any address changes to the Ohio Board of Nursing within 30 days of the change. Your address of record is used for communication purposes.

1. Visit [eLicense.ohio.gov](http://eLicense.ohio.gov) and log into your account
2. Scroll to the panel displaying your license type and number
3. Click "Options" on the appropriate license panel
4. Click on "Change Address" and enter your updated address
5. Once complete, click "Submit"
6. All online will automatically process through the eLicense system.

If you have difficulties, contact the Customer Service Center at 614-466-3947, "Option 1" (weekdays 8am-5pm, except for holidays). If you need assistance after business hours, email [Nursing.Registration](mailto:Nursing.Registration@Ohio.gov) with a brief description of the issue, your first and last name, telephone number, email address, and license number, if you have it.

## How Do I Change My NAME with the Board?

**Requests received online are processed in 2-3 business days**

1. Visit [eLicense.ohio.gov](http://eLicense.ohio.gov) and log into your account
2. Scroll to the panel displaying your license type and number
3. Click "Options" on the appropriate license panel
4. Click on "Change Name"
5. Upload one of the following certified court records
  - o Marriage Certificate/Abstract
  - o Divorce Decree
  - o Court Record indicating change of name
  - o Documentation from another state/country consistent with the laws of that jurisdiction
6. Once the upload is complete, click "Submit"

If you have difficulties logging into your account or uploading documents, contact the Customer Service Center at 614-466-3947, "Option 1" (weekdays 8am-5pm, except for holidays). If you need assistance after business hours, email [Nursing.Registration](mailto:Nursing.Registration@Ohio.gov) with a brief description of the issue, your first and last name, telephone number, email address, and license number, if you have it.

### How do I Change my EMAIL with the Board?

Ohio eLicense uses your email address to generate communications AND serves as your user ID for login/accessing your license information.

1. Visit [eLicense.ohio.gov](http://eLicense.ohio.gov) and log into your account
2. Visit the Manage Profile tab
3. Enter the new email you wish to use
4. A notification will be sent to your current email address asking you to confirm that you requested the change.
5. Confirm the request.
6. A notification will be sent to your new email address confirming the change has been made.

If you have questions or need assistance, call the Customer Service Center at (614) 466-3947 and select "Option 1" (weekdays 8am-5pm, except for holidays).