

## **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.

**eLicense.Ohio.gov**

[Click Here to Manage Licenses](#)

Browser Information: It is recommended that you use newer versions of Google Chrome, Safari or Firefox web browsers. Internet Explorer users, must use IE 11 or Edge to access the eLicense 3.0 system