

**SECRETARY OF STATE PROFESSIONAL  
LICENSING BOARDS DIVISION  
237 Coliseum Drive  
Macon, Georgia 31217  
Phone (404) 424-9966**

**NAME & ADDRESS CHANGE REQUEST FORM**

Licensed individuals must submit this form to change your legal name within 30 days of the change. You may change your physical and email address online at <https://secure.sos.state.ga.us/mylicense/>, or use this form.

There is NO CHARGE to change a name or any address on an individual's license.

**DO NOT USE THIS FORM TO CHANGE A COMPANY NAME**

(see instructions on the board website)

Submit your name change request and copies of the required documents to the email address shown below which corresponds to your profession, or by mail to the address shown above.

Choose your profession:

<b>Profession</b>	<b>Email Address</b>
Architects/Interior Designers	<a href="mailto:Trades1@sos.ga.gov">Trades1@sos.ga.gov</a>
Athletic Agents	<a href="mailto:Trades3@sos.ga.gov">Trades3@sos.ga.gov</a>
Athletic Trainers	<a href="mailto:PLB-Healthcare2@sos.ga.gov">PLB-Healthcare2@sos.ga.gov</a>
Auctioneers	<a href="mailto:Trades3@sos.ga.gov">Trades3@sos.ga.gov</a>
Barbers & Cosmetology	<a href="mailto:Trades2@sos.ga.gov">Trades2@sos.ga.gov</a>
Chiropractic Examiners	<a href="mailto:Trades1@sos.ga.gov">Trades1@sos.ga.gov</a>
Conditioned Air Contractors	<a href="mailto:Trades4@sos.ga.gov">Trades4@sos.ga.gov</a>
Dietitians	<a href="mailto:Examboards-Healthcare@sos.ga.gov">Examboards-Healthcare@sos.ga.gov</a>
Dispensing Opticians	<a href="mailto:Examboards-Healthcare@sos.ga.gov">Examboards-Healthcare@sos.ga.gov</a>
Electrical Contractors	<a href="mailto:Trades4@sos.ga.gov">Trades4@sos.ga.gov</a>
Engineers & Land Surveyors	<a href="mailto:Trades1@sos.ga.gov">Trades1@sos.ga.gov</a>
Foresters	<a href="mailto:Trades1@sos.ga.gov">Trades1@sos.ga.gov</a>
Funeral Director & Embalmers	<a href="mailto:Trades3@sos.ga.gov">Trades3@sos.ga.gov</a>
Geologists	<a href="mailto:Trades1@sos.ga.gov">Trades1@sos.ga.gov</a>
Hearing Aid Dealers & Dispensers	<a href="mailto:Examboards-Healthcare@sos.ga.gov">Examboards-Healthcare@sos.ga.gov</a>
Immigration Assistance Providers	<a href="mailto:Plb@sos.ga.gov">Plb@sos.ga.gov</a>
Lactation Consultants	<a href="mailto:nursing@sos.ga.gov">nursing@sos.ga.gov</a>
Landscape Architects	<a href="mailto:Trades1@sos.ga.gov">Trades1@sos.ga.gov</a>
Librarians	<a href="mailto:Trades2@sos.ga.gov">Trades2@sos.ga.gov</a>
Long-Term Care Facility Administrators	<a href="mailto:Trades3@sos.ga.gov">Trades3@sos.ga.gov</a>
Low Voltage Contractors	<a href="mailto:Trades4@sos.ga.gov">Trades4@sos.ga.gov</a>
Massage Therapists	<a href="mailto:PLB-Healthcare2@sos.ga.gov">PLB-Healthcare2@sos.ga.gov</a>
Music Therapy	<a href="mailto:nursing@sos.ga.gov">nursing@sos.ga.gov</a>
Nursing (APRN, RN, LPN)	<a href="mailto:nursing@sos.ga.gov">nursing@sos.ga.gov</a>
Occupational Therapists	<a href="mailto:PLB-Healthcare2@sos.ga.gov">PLB-Healthcare2@sos.ga.gov</a>
Optometry	<a href="mailto:Examboards-Healthcare@sos.ga.gov">Examboards-Healthcare@sos.ga.gov</a>
Physical Therapists	<a href="mailto:PLB-Healthcare2@sos.ga.gov">PLB-Healthcare2@sos.ga.gov</a>
Plumbing Contractors	<a href="mailto:Trades4@sos.ga.gov">Trades4@sos.ga.gov</a>
Podiatry	<a href="mailto:PLB-Healthcare2@sos.ga.gov">PLB-Healthcare2@sos.ga.gov</a>
Private Detectives/Security Guards	<a href="mailto:Trades3@sos.ga.gov">Trades3@sos.ga.gov</a>
Professional Counselors/Social Workers/ Marriage and Family Therapists	<a href="mailto:Examboards-Healthcare@sos.ga.gov">Examboards-Healthcare@sos.ga.gov</a>

Revised 07/01/2022

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Psychologists	<a href="mailto:Examboards-Healthcare@sos.ga.gov">Examboards-Healthcare@sos.ga.gov</a>
Residential/General Contractors	<a href="mailto:Trades4@sos.ga.gov">Trades4@sos.ga.gov</a>
Speech Language Pathologists & Audiologists	<a href="mailto:Examboards-Healthcare@sos.ga.gov">Examboards-Healthcare@sos.ga.gov</a>
Trauma Scene Waste Management Practitioners	<a href="mailto:Plb@sos.ga.gov">Plb@sos.ga.gov</a>
Used Motor Vehicle Dealers	<a href="mailto:Trades2@sos.ga.gov">Trades2@sos.ga.gov</a>
Used Motor Vehicle Parts Dealers	<a href="mailto:Trades2@sos.ga.gov">Trades2@sos.ga.gov</a>
Utility Contractors	<a href="mailto:Trades4@sos.ga.gov">Trades4@sos.ga.gov</a>
Veterinary Medicine	<a href="mailto:PLB-Healthcare2@sos.ga.gov">PLB-Healthcare2@sos.ga.gov</a>
Water/Wastewater Treatment Plant Operators	<a href="mailto:Trades3@sos.ga.gov">Trades3@sos.ga.gov</a>

Once your changes have been completed you may print a copy of your license with the updated information at <https://secure.sos.state.ga.us/mylicense/> or you may purchase a duplicate license card.

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**NAME & ADDRESS CHANGE REQUEST FORM**

To request a name change on a license, please complete the following application, and enclosed a copy of the legal documents resulting in your name change.

**\*\*\*IMPORTANT: DO NOT SUBMIT ORIGINAL DOCUMENTS – THEY WILL NOT BE RETURNED TO YOU\*\*\***

- Complete this application in your new **LEGAL NAME** as it should appear on your license.
- Submit a **COPY** of the legal documentation for changing your name: i.e., Marriage Certificate, Filed Marriage License, Divorce Decree, Court Documents, etc. (Original documents will not be returned.)
- Attach a copy of a driver's license, state issued ID card, passport, or social security card showing the new legal name.

**Profession:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Current name:** \_\_\_\_\_  
(as it appears on your license) Type or Print Clearly (last name, first name, middle name)

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email address:** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**New name:** \_\_\_\_\_  
(as it should appear on your license) Type or Print Clearly (last name, first name, middle name)

**Mailing Address:** \_\_\_\_\_ **Physical Address: (if different)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email address:** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

\_\_\_\_\_  
**Licensee Signature** \_\_\_\_\_ **Date**

Note: Your name, city, and license number are public information and will be posted on the Secretary of State's website. The mailing address and email address are used for renewal notices, application processing information and other official board correspondence to you. As a result, you are required to update any information within 30 days of a change. Your street address, email address and/or telephone number will not be shared with third parties.