

**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/Boards/](http://www.dpor.virginia.gov/Boards/).*