



Bureau of Professional and Occupational Affairs  
Real Estate Commission  
PO Box 2649, Harrisburg, PA 17105-2649  
717-783-3658; 717-787-0250 (FAX)  
www.dos.state.pa.us/estate

## PERSONAL NAME CHANGE/HOME ADDRESS CHANGE/DUPLICATE LICENSE

This request form is used to process a change of personal name and/or address on an individual's license record or to request a duplicate copy of an existing, active license.

### CHECK THE APPROPRIATE BLOCK AND COMPLETE THE REQUESTED INFORMATION

CHANGE OF PERSONAL NAME

- With this form provide clear copies of two documents supporting the name change. One document *must* be one of the following: (1) marriage certificate **or** (2) divorce decree which indicates the retaking of your maiden name **or** (3) the court document approving the legal name change. The second document is of your choice but must show the updated name in an identifying fashion. Common examples are driver's license, social security card, or passport.
- Because it is required that the license in your employing broker's office reflect your correct name, you must also choose the Duplicate License option below and provide the accompanying fee.
- Complete the information below.

CHANGE OF HOME ADDRESS

- Complete the information below. No fee is required as this information is not printed on your license.

DUPLICATE LICENSE

- Complete the information below.
- A \$5.00 fee in the form of a check or money order made payable to Commonwealth of PA, must be submitted with this form for the duplicate license. **A processing fee of \$20.00 will be charged for any check returned unpaid by your bank, regardless of the reason for non-payment.**

Name currently on license: \_\_\_\_\_

Name changing to (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ License Number: \_\_\_\_\_

Previous Address: \_\_\_\_\_

New Address (if applicable): \_\_\_\_\_