

AUTHORIZATION HOLDER NAME CHANGE INFORMATION

Pursuant to Oregon Administrative Rule (OAR) 331-010-0040, and 824-010-0040(2)(j), **any** change to an authorization holder's information must be submitted to the Health Licensing Office (HLO) within 30 days of the change. Although the information below contains specific requirements regarding a legal name change, if you have a name change, or any other changes to your licensure information, you may utilize the Customer Information Update form at www.healthoregon.org/hlo to report those changes.

Your full legal name is your first name, middle name(s), and last or surname, without use of initials or nicknames. To change your name you must provide a copy of approved legal documentation, filed in a court with the appropriate jurisdiction, and a copy of one form of approved photographic identification.

Acceptable documents to prove your current full legal name include:

- An official government issued marriage certificate/license (signed by a government official and including a filed date, stamp, seal or other notation showing that the document has been filed with a government agency);
- A certificate of Registered Domestic Partnership issued by a city, county or state Vital Statistics agency;
- A U.S. city, county or state court-issued divorce decree, judgment of dissolution of marriage, annulment of marriage decree, judgment of dissolution of domestic partnership, or annulment of domestic partnership;
- A government-issued death certificate of spouse, that includes a connection to your current full legal name (signed by a government official and including a stamp to show that the document has been filed);
- A U.S. city, county or state court-issued adoption decree;
- A U.S. city, county or state court-issued legal name change decree;
- A U.S. city, county or state court-issued custody decree or guardianship decree; or
- USCIS Certificate of Naturalization showing new name.

Approved photo identification includes but is not limited to:

- Oregon Driver License, Instruction Permit or ID Card;
- U.S. Passport, not expired more than five years;
- Military ID card, Common Access card and Uniform Services ID & Privilege card (including all branches of military personnel and dependents, not including Merchant Marines);
- Other U.S. state, U.S. territory, District of Columbia, Canadian or U.S. Department of State driver license, instruction permit or identification card;
- Oregon Concealed Weapon permit/Concealed Handgun license;
- Tribal identification card issued by a federally recognized tribe located in Oregon or with an Oregon affiliation, approved by DMV; or
- Oregon County Community Corrections, U.S. Pretrial, U.S. District Court Probation Office, or Oregon Youth Authority proof of identification letter, approved by HLO.

All documents presented must be original or certified copies from the issuing agency. HLO has the discretion to reject or require additional evidence to verify your current full legal name.