



# DLLR

DEPARTMENT OF LABOR, LICENSING AND REGULATION

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING  
BOARD OF INDIVIDUAL TAX PREPARERS  
500 N. Calvert Street 3<sup>rd</sup> Floor  
Baltimore, MD 21202  
(410) 230-6257

## PERSONAL NAME CHANGE FORM

If you are changing your name as a registrant or while in the process of obtaining your registration you will need to submit a copy of the legal documents (marriage license, divorce decree, court documents etc.), along with a readable enlarged copy of your driver's license.

Please fax these items to 410-962-8482, ATTN: Alicia Coar or email to:  
Alicia.coar@maryland.gov.

If you would like a new registration card to be sent to you displaying the name change you will first have to mail the one you have back to us with a written request to: Maryland Board of Individual Tax Preparers, 500 N. Calvert St. Third Floor, Baltimore, Md. 21202.

Current Name on Record with Board: \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

### You are (check applicable status below)

CURRENT REG. NO. \_\_\_\_\_  REGISTRATION APPLICANT  EXAM APPLICANT

Please check one of the items that need to be changed.

1.  Address Change: \_\_\_\_\_  
NEW ADDRESS STREET NO.  
\_\_\_\_\_  
CITY STATE ZIP CODE

2.  Email Address Change: \_\_\_\_\_

3.  Name Change-In order to change your name you will need to submit this completed form and a copy of one of the following legal documents:

Marriage license  Divorce decree  Court document  
*Please include a readable enlarged copy of your driver's license*

*The new name as it is to appear in your documents:*

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

\*Do you request a new license? \_\_\_\_\_ Yes \_\_\_\_\_ NO

Please return your old registration card to the Board if you want a new one sent to you.

\_\_\_\_\_  
SIGNATURE DATE TELEPHONE NUMBER