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**CHANGE OF ADDRESS FORM**  
**INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS**

***Am I legally required to notify the Board that my address has changed?***

Yes. See Md. Code Ann., Health Occupations Article § 8-312(e)(1) and § 8-6A-08(i)(1).

***When should I notify the Board that my address has changed?***

All licensees and certificate holders should notify the Board of any change of address immediately, but no later than **60 days** of the change of address. Md. Code Ann., Health Occupations Article § 8-312(e)(1) (“Each licensee shall notify the Board in writing of any change in the . . . address of the licensee within 60 days after the change occurred.”); § 8-6A-08(i)(1) (“Within 60 days after a change has occurred, each certificate holder shall notify the Board in writing of any change in a[n] . . . address.”).

***How do I notify the Board that my address has changed?***

You can notify the Board by submitting a Change of Address Form available on the Board’s website at [address change form](#) by mail, fax, or e-mail.

**Mail:** Maryland Board of Nursing  
Attention: Renewal Department  
4140 Patterson Avenue  
Baltimore, MD 21215

**Fax:** Attention: Renewal Department  
For registered nurses and licensed practical nurses: (410) 358-3530  
For certified nursing assistants, certified medicine aids, and certified medication technicians: (410) 764-8042

**E-mail:** mbon.infochange@maryland.gov

***Do I need to submit supporting documentation in order to change my address?***

No. However, if you are a registered nurse or licensed practical nurse, the Board has the discretion to request documentation from you pursuant to the Nurse Multistate Licensure Compact laws, such as a copy of your driver’s license, State I.D. card, voter registration card, or

## INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS (continued)

a federal income tax return declaring the primary state of residence, in order to determine your primary state of residence. *See* Code of Maryland Regulations 10.27.22.01A.

### *Is my home address private or public information?*

The Board will not post your home address on its website. However, members of the public may be able to obtain your home address by submitting a request under the Maryland Public Information Act, Md. Code Ann., General Provisions §§ 4-101 *et seq.* (2014). The Board of Nursing is a state agency and, therefore, the Maryland Public Information Act allows the public to have access to records maintained by the Board, including certain information concerning the licensure or certification of individuals in the nursing profession. Specifically regarding addresses, § 4-333 of the General Provisions Article of the Maryland Annotated Code requires the Board to disclose “the business address of the licensee or, if the business address is not available, the home address of the licensee . . .” in response to a Maryland Public Information Act request. **Thus, if you do not provide a business address to the Board, the Board is required to disclose your home address. Alternatively, if you do provide a business address to the Board, your home address will remain confidential.**

For more information about the Maryland Public Information Act, please visit the Board’s website at <http://mbon.maryland.gov/Pages/pia-requests.aspx> or the Office of the Attorney General’s website at <https://www.oag.state.md.us/Opengov/pia.htm>.

### *Do I also need to complete a Declaration of Primary State of Residence form?*

If you are a registered nurse or a licensed practical nurse, and you have moved **to or from** another State, the laws governing the Nurse Multistate Licensure Compact require that you complete a Declaration of Primary State Residence **in addition** to completing the Change of Address Form. If you are a registered nurse or licensed practical nurse and are moving from one residence to another within the State of Maryland, you **do not** need to complete the Declaration of Primary Residence Form **unless** otherwise requested by Board staff.

The Declaration of Primary State Residence Form is necessary for the Board to determine your eligibility for a multistate or single-state license in Maryland pursuant to the Nurse Multistate Licensure Compact. Md. Code Ann., Health Occupations Article §§ 8-7A-01 *et seq.* (2014 Repl. Vol.) and Code of Maryland Regulations 10.27.22 *et seq.* For more information about the Nurse Licensure Compact, please visit <http://mbon.maryland.gov/Pages/msl-compact-states.aspx>.

### *How long will it take to change my address?*

Please allow 5-7 business days for the processing of your address change of address request.

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