



CHANGE OF NAME FORM
INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS

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

All licensees and certificate-holders should notify the Board of any change in name immediately, but no later than **60 days** of the change. Md. Code Ann., Health Occupations (“HO”) § 8-312(e)(1) (“Each licensee shall notify the Board in writing of any change in the name . . . 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 name . . .”).

Do I need to submit documentation in order to change my name?

Yes. Pursuant to COMAR 10.27.01.10D(2), you must submit a request to change your name in writing (use attached form) and provide appropriate legal documentation attesting to the change. Appropriate legal documentation includes a marriage certificate/abstract, a divorce decree/dissolution showing name change clause (with judge’s signature), or a court record indicating a name change.

How do I notify the Board that my name has changed?

You can notify the Board by submitting a Change of Name Form available on the Board’s website at [Change of Name Form-may2016.pdf](#) 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

INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS (continued)

Will I receive a license or certificate with my new name on it?

No. The Board no longer issues paper licenses or certificates. However, once your name has been updated, it can be verified on the Board's website. Click on the "Licensing" tab on the main menu on the Board's homepage and select the "Look up a Licensee" option.

How long will it take to change my name?

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

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