

| | | |
|---|--|--|
| MAILING ADDRESS: PO BOX 2649 Harrisburg, PA 17105-2649 | STATE BOARD OF SOCIAL WORKERS, MARRIAGE AND FAMILY THERAPISTS AND PROFESSIONAL COUNSELORS st-socialwork@pa.gov (717) 783-1389 (717) 787-7769 (fax) www.dos.state.pa.us/social | COURIER ADDRESS: 2601 North Third Street Harrisburg, PA 17110 |
|---|--|--|

REQUEST FOR CHANGE OF NAME AND/OR ADDRESS

- **FEE:** To obtain a duplicate license reflecting the change of name and/or address, you must return this application and a \$5 fee (check or money order payable to the "Commonwealth of Pennsylvania.")
- Without the \$5 fee, the change will be processed but no duplicate will be issued.
- A processing fee of \$20 will be charged for any check/money order returned unpaid by your bank regardless of the reason for non-payment.

LICENSEE INFORMATION PLEASE PRINT OR TYPE

| | | | | | | |
|---------------------------|------|--|--------------------------|-------|--|-----------------------|
| LICENSEE'S NAME: | Last | | | First | | Middle |
| | | | | | | |
| LICENSE #: | | | TELEPHONE NUMBER: | | | DATE OF BIRTH: |
| SOCIAL SECURITY #: | | | EMAIL ADDRESS: | | | |

☐ **CHANGE OF NAME**

You must submit a copy of a legal document verifying the name as it is currently listed in the Board's records and also provide the new name. The following are acceptable name change verification documents:

- (1) Marriage certificate;
- (2) Divorce decree which indicates the retaking of your maiden name;
- (3) Other "legal" document indicating the retaking of a maiden name;
- (4) For a "legal" name change, a copy of the court document must be provided

| | | | |
|------------------|------|-------|----------------|
| NEW NAME: | Last | First | Middle Initial |
| | | | |

☐ **CHANGE OF ADDRESS**

| | | | |
|---------------------|------|-------|----------|
| OLD ADDRESS: | | | |
| | | | |
| | City | State | Zip Code |
| NEW ADDRESS: | | | |
| | | | |
| | City | State | Zip Code |

☐ **CHANGE OF EMAIL**

| | |
|---------------------------|--|
| OLD EMAIL ADDRESS: | |
| NEW EMAIL ADDRESS: | |