

## How to Submit an Online Name Change Request

Follow these steps to request a name change through your online licensing account.

### Step 1: Log In

Log in to your online account at <https://vo.licensing.hpc.texas.gov/datamart/login.do>.

If you do not yet have an account, follow the account creation instructions located at the top of the **How-To Guide** webpage.

### Step 2: Start the Name Change Process


- From the **Manage your license information** dropdown, select **Name Change (Online Trx)**.
- Click **Select** to continue.

## How to Submit an Online Name Change Request

### Step 3: Review Name Change Requirements


You'll be taken to the **Name Change module**, which provides important information on name change requirements.

- Review this carefully before proceeding.
- Click **Next** when ready.

<b>Introduction</b>	<b>Name Change (Online Trx) - Introduction</b>
Contact Information	You must upload and attach one of the following on the File Attachments page of this online application: <ol style="list-style-type: none"><li>1. Copy of current driver's license or national ID card;</li><li>2. Copy of current social security card;</li><li>3. Copy of marriage license, divorce decree and court order setting forth a change of name. (See <a href="#">TAC 882.32</a>).</li></ol>
Legal Name Change	Once you submit your application, staff will have to review it for accuracy. Please check the <a href="#">Online License Search</a> to determine when this has been completed. Once updated, you can order a new wall certificate and/or renewal permit by logging into your account on the online licensing system. These options will be available on the main menu under Manage your License Information. <b><i>If you order a new wall certificate and/or renewal permit before we have approved your name change, we will not issue a refund if you receive these documents with your previous name. You will have to re-order them with a new payment.</i></b>
File Attachments	Press "Next" to continue.
Summary (pre-fees)	Press "Cancel" to cancel this application and return to the main menu.
 <b>Next</b> <b>Cancel App</b>	

### Step 4: Confirm Contact Information

- Verify and/or update your contact details.
- Click **Next**.

<b>Introduction</b>	<b>Name Change (Online Trx) - Contact Information</b>
Contact Information	Please review the address information below and make any necessary corrections by selecting the "Main Address Link"
Legal Name Change	Your Main Address will continue to be your address of record with the Board, and we will send all correspondence, including reminder renewal postcards and renewal permits, to that address.
File Attachments	Your Main Address will now only display the city, state, county and zip code on the Public Search feature found on our website. If you would like to display your Business Address to the public, please use the Add Another Contact section and select the Business Address (optional) to enter that address. Both addresses will be displayed on the Public Search feature found on our website; however the Business Address will be displayed in full while the Main Address will only display city, state, county and zip code.
Summary (pre-fees)	
<b>Main Address</b>	
Street Number: <input type="text" value="1123"/>	
Address: <input type="text" value="TEST WAY"/> <input type="text"/>	
Zip Code: <input type="text" value="75991"/>	
City: <input type="text" value="QUERY"/>	
State: <input type="text" value="TEXAS"/>	
County: <input type="text" value="UPSHUR"/>	
Country: <input type="text" value="United States"/>	
Phone Number: <input type="text" value="(409) 847-1171"/> (999) 999-9999	
Extension: <input type="text"/>	
E-mail: <input type="text" value="testy@netscape.com"/>	
Contact #: <input type="text"/>	
Web Address: <input type="text"/>	
<b>Add Another Contact</b>	
Contact Type: <input type="text"/> <b>Add</b>	
 <b>Back</b> <b>Next</b> <b>Cancel App</b>	

## How to Submit an Online Name Change Request

### Step 5: Enter Your New Legal Name

- Type in your new legal name, then click **Next**.

The screenshot shows a web interface for a name change request. On the left is a navigation menu with options: Introduction, Contact Information, Legal Name Change (highlighted), File Attachments, and Summary (pre-fees). The main content area is titled 'Name Change (Online Trx) - Information' and contains a 'Legal Name Change' section. A red arrow points to an empty text input field labeled 'LEGAL\_NAME:'. Below the input field are three buttons: 'Back', 'Next' (highlighted with a red arrow), and 'Cancel App'.

### Step 6: Upload Required Documentation

You'll be prompted to upload supporting documentation.

(These required documents were listed in **Step 3** of the module.)

- Click **Attach** after choosing each file.
- Attached files will appear in a list above the upload section.

**⚠** *Ensure each file is within the maximum file size limit.*

Once all documentation has been uploaded, click **Next**.

The screenshot shows the 'Attachments' step of the name change request. The left navigation menu includes: Introduction, Contact Information, Legal Name Change, File Attachments (highlighted), and Summary (pre-fees). The main content area is titled 'Name Change (Online Trx) - Attachments' and contains instructions for uploading documents. A red arrow labeled '1' points to a 'Choose File' button next to the 'File Name:' label. Below this, a text input field contains 'Court Documents'. A red arrow labeled '2' points to this input field. At the bottom right, a red arrow labeled '3' points to the 'Attach' button, which is part of a row of buttons including 'Back', 'Next', and 'Cancel App'.

## How to Submit an Online Name Change Request

### Step 7: Review and Submit

- Carefully review the information you've entered.
- Make any necessary edits by clicking the edit button.
- When everything is correct, click **Submit**.

**Name Change (Online Trx) - Application Summary**

If you have uploaded and attached files to this application, they will appear in the Attachments section of this application summary. Please check to ensure they appear. If not, you can select the Edit button in that section and attach them.

Review the data and press "Submit" to submit this application.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

<b>Application</b>	License Type: Marriage and Family Therapist Application Date: 08/05/2021
<b>General Addresses</b>	Main Address: 123 TEST WAY QUERY, TEXAS UPSHUR 75991 US Phone Number: (409) 847-1171 E-mail: testy@netscape.com
<b>Legal Name Change</b>	LEGAL_NAME: Testopolous McTesterson
<b>Attachments</b>	File Name: DOC.pdf Notes: Court Documents

[Previous](#) [Submit](#) [Cancel App](#)

### Step 8: Attest and Finalize

- Read the attestation statement.
- If you agree, check the box and click **Next**.

**⚠ Important:** The name change is **not automatic**. BHEC staff must manually review and validate the submitted documents. To verify that your name has been updated, use the License Verification tool. Please allow up to **two weeks** for processing.

**Name Change (Online Trx) - Attestation**

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

By checking this box, I hereby certify I understand that if I order a new wall certificate and/or renewal permit before BHEC has approved my name change, BHEC will not issue a refund if I receive these documents with my previous name. I will have to re-order them with a new payment.

Yes  No

[Previous](#) [Next](#) [Cancel](#)

## How to Submit an Online Name Change Request


### Step 9: Confirmation Page and Email

- You'll be directed to the **Fee and Summary Report** page.  
(There is no fee for a name change, so no payment will be displayed.)
- A confirmation email will be sent to you.

This will include a summary of your name change request as a PDF attachment.

**Fee and Summary Report**

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.  
Press "Return" to return to the main menu.

[Return](#)   [View PDF Summary Report](#)   

#### ⚠ Important Reminders:

- A name change **does NOT automatically issue a new Wall Certificate.**
- You must **manually purchase** a new certificate **after confirming** the name change has been processed.
- Instructions for ordering a new wall certificate can be found on the navigation menu at the top of the How-To Guide page.

*Please wait 2 weeks before confirming your name change through the license verification tool.*