

How to Change Your Address Online

⚠ Note:

If you do not yet have an account, you will need to create one. A guide titled “**How to Create a New Account**” is the first “How To” listed on the Help page.

⚠ IMPORTANT: Licensees have the option of entering a business address into the online licensing system that will be publicly available and displayed, without redaction, in search results returned from the online licensing system. This will ensure those licensees using their home address as the main address for agency correspondence have the option of displaying a publicly available address where members of the public may contact them.

The decision of whether to utilize a home address as the main address, as well as the decision of whether to enter a business address in the online licensing system is left to each individual licensee. While licensees are not required to enter a business address into the online licensing system, they are encouraged to do so as a point of convenience for the public.

Licensees wishing to display a business address can do so by logging into the online licensing system and executing a change of address in the system. Simply go to the “Add Another Contact” section and select the business address to enter that address. Both addresses will then be displayed on the public search feature found on our website, but the main address will only display city, state, county and zip code.

Note: Entering a business address will allow their name to be displayed when searching for a supervisor.

It should be noted that the address entered as a main address, including a home address, will be publicly available under the Public Information Act unless the licensee indicates the address is his or her home address in the online licensing system.

How to Change Your Address Online

Step 1: Log Into Your Account

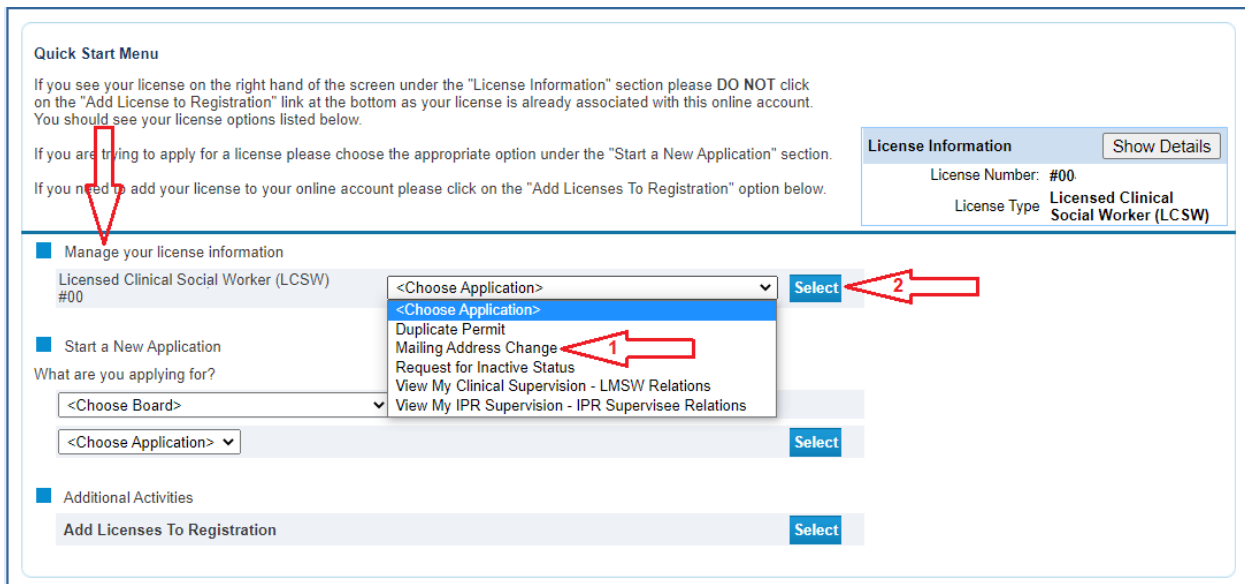
Go to the online licensing system:

<https://vo.licensing.hpc.texas.gov/datamart/login.do>



Step 2: Start the Address Change Process

- From the “Manage your license information” section, select:
Mailing Address Change
- Click **Select**



How to Change Your Address Online

Step 3: Read and Continue

Review the introductory information and click **Next** to proceed.

Introduction

Function Suitability

Contact Information

Summary (pre-fees)

Mailing Address Change - Introduction

Welcome to the **Texas Behavioral Health Executive Council** online application for a mailing address change for your current license as a Licensed Social Worker in Texas. This online application is not an initial, upgrade, or renewal application, and it will not allow you to change your name. There is no charge to update your address. Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information.

Press "Next" to continue.

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

Next **Cancel App**

Step 4: Complete the Function Questions

Answer the brief system questions to confirm you're using the correct tool. Click **Next**.

⚠️ If your answers do not match the requirements, you'll receive an error message directing you to a different tool.

Introduction

Function Suitability

Contact Information

Summary (pre-fees)

Mailing Address Change - Function Suitability

Answer the questions below to ensure that you have selected the correct online transaction.

Answer the questions and press "Next".

Press "Previous" to return to the previous section.

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

Question	Answer
Are you applying for an initial license?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you applying for a license renewal or upgrade?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you need to change your name?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous **Next** **Cancel**

How to Change Your Address Online

Step 5: Enter Your Updated Address

- Input your new address information
- Format your **phone number manually**, as the system does not auto-format
- Click **Next**

Introduction

Function Suitability

Contact Information

Summary (pre-fees)

Mailing Address Change - Contact Information

Please review the address information below and make any necessary changes/corrections.

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.

Your Main Address will be displayed in full unless you have designated it as your home address below in the online licensing system.

If you would like to display a Business Address to the public, please use the "Add Another Contact" section and select the Business Address (optional) to enter that address. The Business Address will be displayed in full in public search.

Press "Continue" to go to next page.
Press "Previous" if you do not want to save your changes.
Press "Delete" to delete this address.
If Copy Button is available. Press "Copy" to copy a previously entered address.
Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
Select an address type and press "Add" to add a new address.

Main Address

* Is this your Home Address? Yes No

Street Number:

* Address:

* Zip Code:

* City:

* State:

* County:

* Country:

Phone Number: (999) 999-9999

Extension:

* E-mail:

Contact #:

Web Address:

Add Another Contact

Contact Type:



How to Change Your Address Online

Step 6: Review and Submit

Check all the information for accuracy. When ready, click **Submit**.

Introduction	Mailing Address Change - Application Summary												
Function Suitability	Review the data and press "Submit" to submit this application.												
Contact Information	Press "Previous" to return to the previous section.												
Summary (pre-fees)	Press "Cancel" to cancel this application and return to the main menu.												
	<table border="1"><tr><td>Application</td><td>License Type: Licensed Clinical Social Worker (LCSW)</td></tr><tr><td></td><td>Application Date: 04/01/2021</td></tr></table>	Application	License Type: Licensed Clinical Social Worker (LCSW)		Application Date: 04/01/2021								
Application	License Type: Licensed Clinical Social Worker (LCSW)												
	Application Date: 04/01/2021												
	<table border="1"><tr><td>General Addresses</td><td>Main Address</td><td>123 CHECK LN QUERY, TEXAS UPSHUR 75599 US</td><td>Edit ←</td></tr><tr><td></td><td>Phone Number:</td><td>(519) 555-1171</td><td></td></tr><tr><td></td><td>E-mail:</td><td>testy@netscape.com</td><td></td></tr></table>	General Addresses	Main Address	123 CHECK LN QUERY, TEXAS UPSHUR 75599 US	Edit ←		Phone Number:	(519) 555-1171			E-mail:	testy@netscape.com	
General Addresses	Main Address	123 CHECK LN QUERY, TEXAS UPSHUR 75599 US	Edit ←										
	Phone Number:	(519) 555-1171											
	E-mail:	testy@netscape.com											
	Previous Submit Cancel App												



Step 7: Complete the Attestation

- Select **Yes** to agree to the attestation
- Click **Next**

Introduction	Mailing Address Change - Attestation
Function Suitability	Press "Previous" to return to the previous section.
Contact Information	Press "Next" to continue.
Summary (pre-fees)	Press "Cancel" to cancel this application and return to the main menu.
	I swear or affirm that all mailing address information provided on this application is true and correct. I further certify by submission of this application, that I am authorized to execute this document.
	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Previous Next Cancel



How to Change Your Address Online

Step 8: Confirmation

- You will see the **Fee and Summary Report** screen; there is **no fee** to update your address
- The change becomes **effective immediately**
- You will receive a **confirmation email** with a summary of your changes attached

Click **Return** to go back to the **Quick Start** menu.

