

Name Change Request

There is no charge for a Name Change Request

1. Log into your LVIS account. (<https://license.doe.in.gov/>)
2. Under My Profile click **Name Change Request**
3. In the **Name Change to** box, update your name
4. In **Date Name Changed box**, input the effective date
5. Select the **Document type** you are uploading from the drop down menu
6. Upload document
7. There is a notes section, if you want to provide additional information
8. Click Submit Request

Required Documents:

You will need to upload one of the following

- Valid Driver's License
- Social Security Card
- Marriage Certificate
- Divorce Decree
- Passport