



CHANGE OF PERSONAL INFORMATION INSTRUCTIONS

Changes must be made within 10 days of change. Personal information changes to **physical residence address, mailing address, telephone number, email address, and legal presence information** changes can be made online from the Licensee's Personal Page on the Online Licensing System at <https://az.gov/app/dre/>. All agents are solely responsible for updating, changing, and monitoring their personal information pursuant to A.C.C. R4-28-303.

To file a change of personal information that cannot be done online such as a change of **legal name** or additional **nickname** approval, complete the form, scan photo ID, and merge as one PDF document to ADRE through the Message Center from the Licensee's Personal Page on the Online Licensing System at <https://az.gov/app/dre/> or submit by mail or in person.

Original license applicants requesting approval for a nickname should complete this form, and submit with a license application through the Online Licensing System, or by mail.

PROOF OF NAME CHANGE – The legal name as it appears on the Arizona Department of Real Estate License should reflect the legal name on the document submitted as Proof of Legal Residency.

PROOF OF LEGAL PRESENCE - The 2008 Legislature enacted A.R.S. §41-1080 which requires licensing agencies, including the Department of Real Estate (ADRE), to obtain proof of the license applicant's legal presence in the United States prior to issuing, renewing, or making a change to a license.

NICKNAME ADDITION – A licensee may use any derivative of the applicant's first name or middle name or a nickname that is regularly used for advertising purposes only (A.R.S. 32-2123). The Department considers a nickname to be a familiar version of a proper name, i.e. Jim for James or Tom for Thomas when reviewing and/or approving proposed nicknames. A nickname or derivative of one's legal name should not be used when signing legal documents.

PC OR PLLC STATUS LICENSEES – When holding or sharing a Professional Corporation (PC) or a Professional Limited Liability Company (PLLC) and changing a legal personal name, the PC or PLLC must be amended with the Arizona Corporation Commission **before** the personal legal name change can be processed. The Designated Broker must approve with a signature, all PC or PLLC changes on the PC/PLLC application (**Form LI-231**).

When more than one licensee is named on a PC or PLLC, every licensee must report the change to ADRE within 10 business days by submitting form **Professional Corporation (PC) or Professional Limited Liability Company (PLLC) (Form LI-231)**.

FEES MAY CHANGE WITHOUT NOTICE - Visit our website at www.azre.gov to view the current fee schedule. The application approval decision will be sent to the licensee's email address or address of record.