



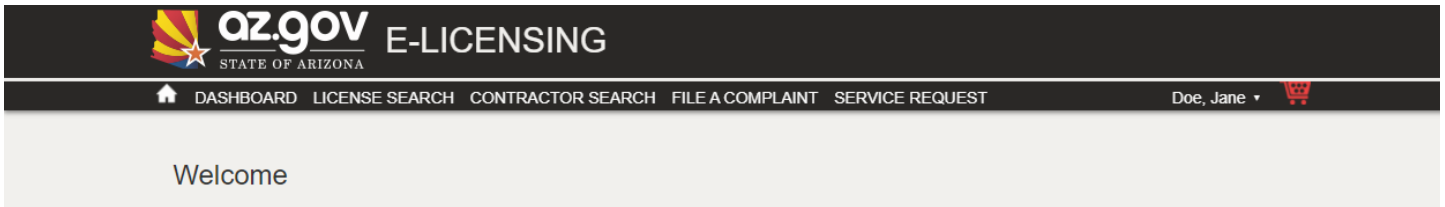
BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND ASSISTED LIVING FACILITY MANAGERS

Katie Hobbs
Governor

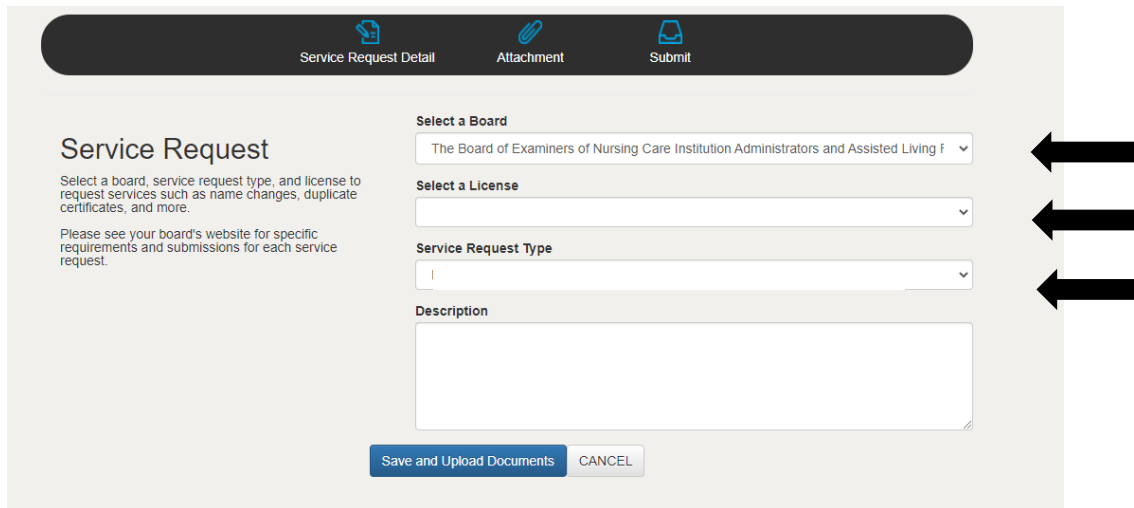
1740 W Adams Suit 2490 Phoenix, Arizona 85007
Phone: (602)364-2374
Email: information@aznciboard.us Website:
www.nciboard.az.gov

Jack Confer
Executive Director

1. Fill out the attached form completely
2. Log-in to the E-Licensing Portal at <https://elicense.az.gov/>
3. Select “Service Request” at the top of the E-Licensing menu



See steps 8, 9, 10, and 11 on the next page.




8. Select the NCIA Board
9. Select your license
10. Select Name Change
11. Write a brief description
12. Click “Save and Upload Documents”
13. Select “Choose Files”

Upload Attachments

Please upload an electronic copy of the supporting documents by clicking the 'Choose Files' button. The file size must be less than 5MB. It is also necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf).

If required, you may add multiple files by repeating the upload process. Add any additional documents by clicking the 'Choose Files' button.

 No file chosen

14. Upload the filled-out Name Change form and legal supporting documents
15. Click submit



The Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers

LEGAL NAME CHANGE REQUEST

Certification/License #: _____

Current Mailing Address: _____

Phone Number: _____

Email Address: _____

R4-33-107. Change of Name or Address

- A. The Board shall communicate with an administrator or manager using the name and address in the Board's records. To ensure timely communication from the Board, an administrator or manager shall inform the Board in writing of any change in name or address.
- B. An administrator or manager shall include in a notice of change in name or address either the new and former name or new and former address.
- C. An administrator or manager shall attach to a notice of change in name a copy of any legal document changing the name.

Acceptable Documents:

- Marriage Certificate
- Divorce Decree
- Court Order
- Certificate of Naturalization with your new name

Current Name (First, Middle, Last)

New Legal Name (First, Middle, Last)

Administrator/Manager Signature: _____ Date: _____