

HOW TO CHANGE YOUR CONTACT INFORMATION

This process is for changing an address when there is no change of state. For address changes that involve a change of resident state please use the Department's [State to State Address Change form](#).

1. Go to <https://npr.com/licensing-center/change-contact-info>



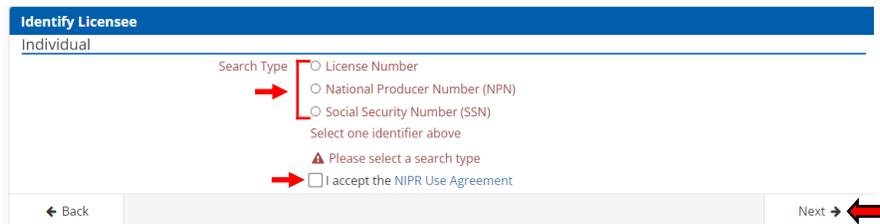
2. Click "Go to the Online Application".



3. Select if you are changing an Individual or Business license.



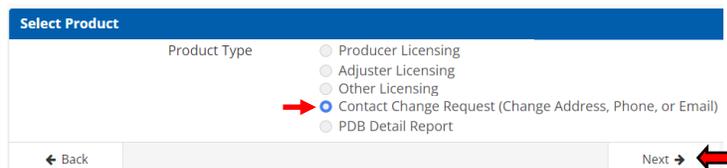
4. Enter the identifying information and click "Next".



5. Click "Start".



6. Select in Idaho then click "Next".



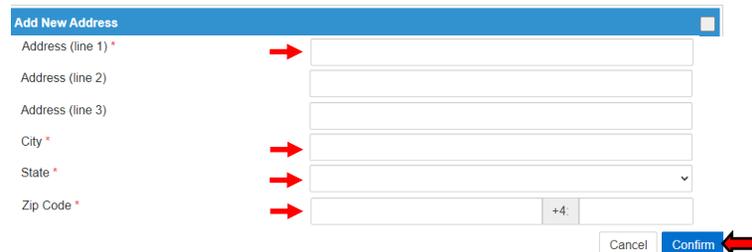
7. Click on the information you wish to change.



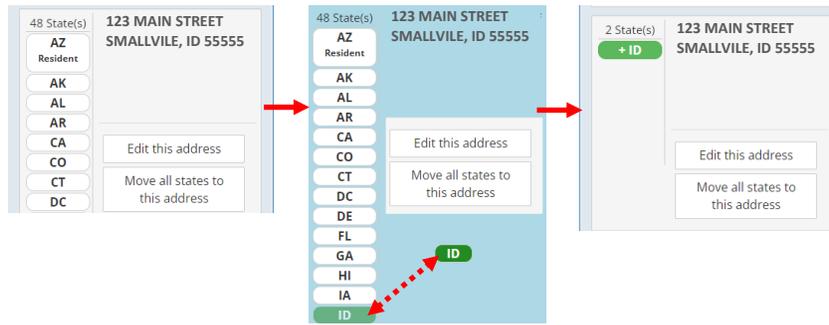
8. Click "New address" on the address type that needs updated.



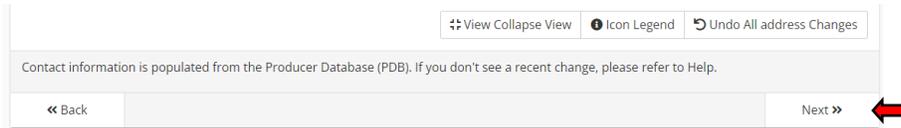
9. Enter the new address and click "Confirm".



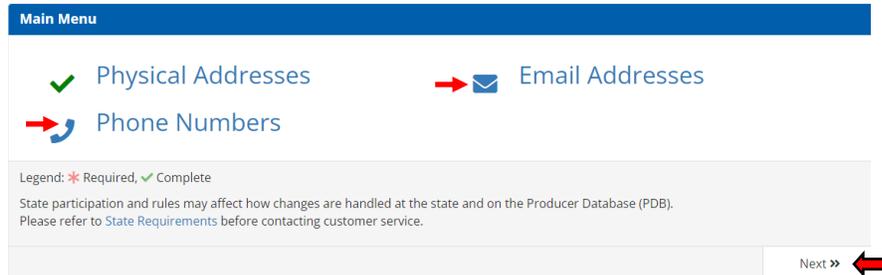
10. Drag and drop the states you wish to change your address in from the left column to the right column. *you can change all available states to the new address by clicking “Move all states to this address”*



11. Click “Next”.



12. Make changes to any other contact methods if needed then click “Next”.



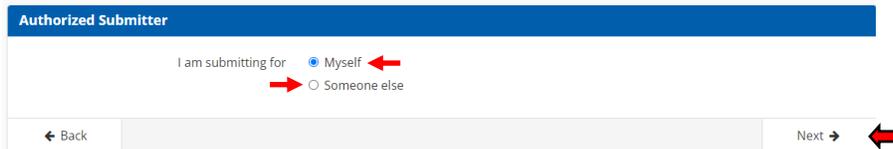
13. Verify the change then click “Next”. Note: Changed information is in green.

State	Residence/Personal	Business	Mailing
IDAHO	123 MAIN STREET SMALLVILLE ID 55555-5555 E: P: (555) 867-5309	123 NORTH STREET SMALLVILLE ID 55555-5555 E: P: (555) 555-5555	123 MAIN STREET SMALLVILLE ID 55555-5555 E: P: (555) 867-5309

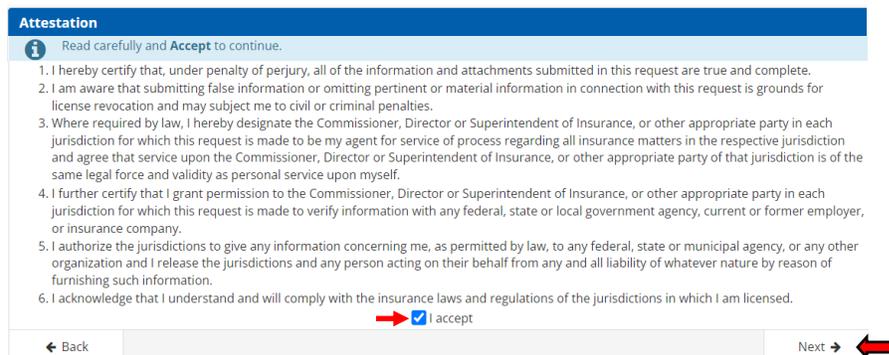
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14. Answer the question then click “Next”.

Note: If you are submitting for someone else you will need to enter your information in the blanks that appear.



15. Read the page, click “I accept” then click “Next”.



16. Enter at least one e-mail address then click "Next"

Verification Contact

 Your receipt and any additional information about this transaction will be sent to the following email addresses.

 Email

Email

Email

Email

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17. Verify that all the states in which to make the change are listed and click "Submit".

Submit Requests

The following states will be sent the requests made during this session.

State	Description	State Fee	NIPR Fee	Fee Summary	
IDAHO	Contact Change Request	\$0.00	\$0.00	Total State Fees	\$0.00
				Total NIPR Fees	\$0.00
				Grand Total	\$0.00

• Allow up to 5 days for changes to display on PDB
Requests are not complete until payment is made. Please click the Submit button.

[← Back](#) [Submit → !\[\]\(1180f6161c4beedc69d6e37d66329f59_img.jpg\)](#)