

HOW TO CHANGE YOUR NAME

Non-Residents: Please change your name in your home state prior to changing in in Idaho

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



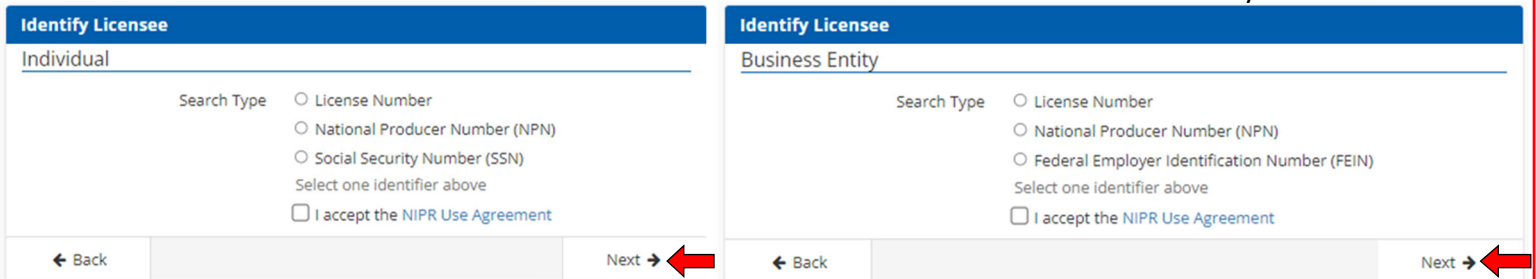
Step 2. Click "Go to the Online Application".



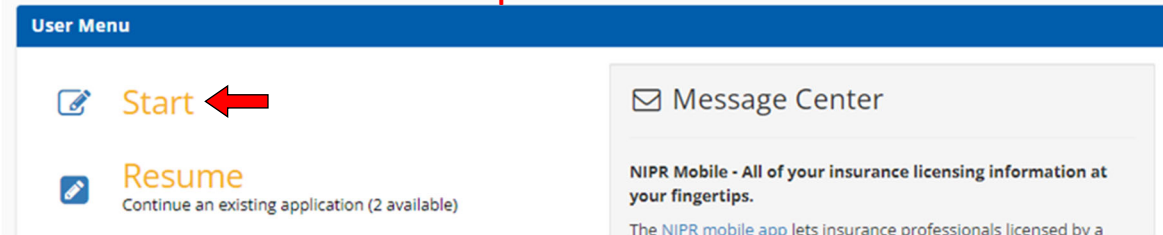
Step 3. Select if you are changing the information on an Individual or Business license.



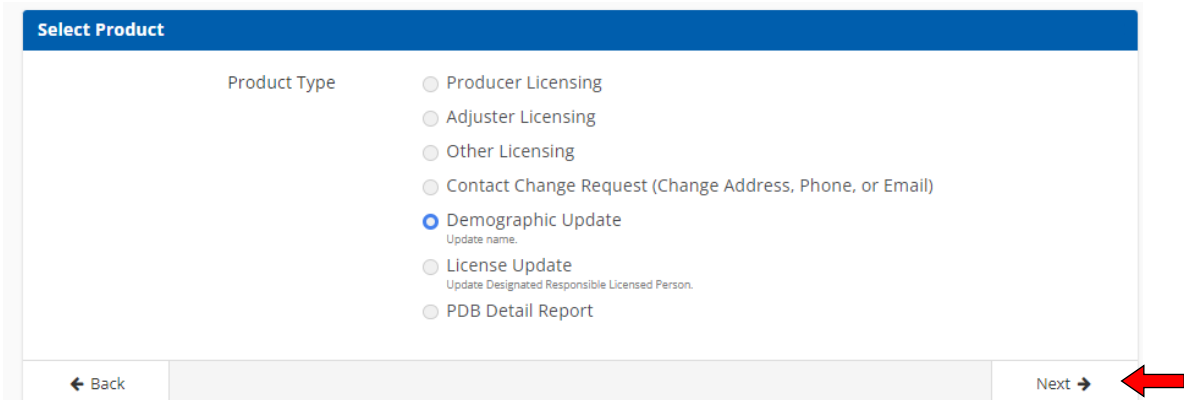
Step 4. Enter the identifying information, click "I accept the NIPR Use Agreement", then click "Next".



Step 5. Click "Start".



Step 6. Select "Demographic Update" then click "Next".



Step 7. Enter your information and click "Next".

Demographic Update-Name Change

Attn Applicants: At this time not all states accept name changes electronically. States not accepting electronic changes are listed at the bottom of your screen. To request a name in those states please review that state's FAQs for the name change process. You may direct any additional questions related to name changes directly to the state.

Resident Designated Home State Non-Resident

First Name: JACE

Middle Name: RUSSELL
Optional

Last Name: RYALS

Suffix:
Optional

Licensed State(s): CT ID KS MD MO NE NH NY OK OR RI

Unavailable Licenses
Your licenses in these states are either Inactive, Expired or cannot be edited due to state rules. For questions, call the state directly. If your license is expired and you would like to renew or reinstate see the state specific requirements.

Expired Inactive Not Accepting Electronic Changes

GA AL AR AZ CA CO DC DE FL HI

← Back Edits will not be saved until submitted. Click "Next" to continue. Next →

IF YOU GET THIS MESSAGE YOU NEED TO CHANGE THE NAME IN YOUR HOME STATE, THEN SUBMIT THE REQUEST AGAIN.

Some Licenses Can't Be Modified

- ID Submitted Non-Residence Name Change must match Residence Name for resident/home state license. Please verify that your resident state has been updated.

Continue without above Modifications

Go Back and Modify

Step 8. Click the correct option and press "Next".

Authorized Submitter

I am submitting for Myself Someone else

← Back Next →

Step 9. Read the attestation, click "I accept" and click "Next".

Attestation

i Read carefully and **Accept** to continue.

1. I hereby certify that, under penalty of perjury, all of the information and attachments submitted in this request are true and complete.
2. I am aware that submitting false information or omitting pertinent or material information in connection with this request is grounds for license revocation and may subject me to civil or criminal penalties.
3. Where required by law, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this request is made to be my agent for service of process regarding all Insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
4. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this request is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
5. I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions in which I am licensed.

I accept

← Back Next →

Step 10. Enter the e-mail you want the confirmation sent to and click "Next".

Verification Contact

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

Email Required

Email Optional

Email Optional

Email Optional

← Back Next →

Step 11. Review the information and click "Submit".

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

Step 12. Review the "State Messages:" for what documentation you will need to upload.

Order #19126816

[View Receipt](#)
View your receipt

[View Detail](#)
View and download your order

Requests will be sent to the state. Please allow up to 10 business days for changes to display on the Producer Database (PDB).

Order Number: 19126816
Order Date: 7/19/2024, 11:53 AM
Application State(s): IDAHO
Product: Demographics Update
Order Total: \$0.00

IDAHO: Transaction # not available

In Progress

State Messages:

- No Action Required** Documentation is required to be uploaded to the Attachment Warehouse for individual Name Change. Documentation that will be accepted: Marriage Certificate, Divorce decree, Certified Court document, and/or driver's license.
- No Action Required** Alert: A 'Demographic Update' was recently submitted for Idaho via www.nipr.com. If you did not request this change or authorize your licensing administrator to request this change, please contact NIPR immediately via the following link: <https://nipr.com/contact-us>.
- No Action Required** Your application information will be reviewed and processed by the Idaho Department of Insurance. You may check the status of your application here: <https://nipr.com/help/check-your-application-status>. If your application is approved, you may visit the following link to print your license: <https://nipr.com/help/print-your-license>

← Order History

Step 13. Upload your supporting documents to the Attachment Warehouse the same day.

Note: Idaho process name changes the day after they are submitted. If the document warehouse is not letting you upload the documents you will need to contact NIPR at (855) 674-6477

Individual Name Change Documents

One of the following documents that show the name change must be uploaded to the Attachment Warehouse

- Marriage Certificate,
- Divorce Decree
- Other Legal Order of Name Change.
- Driver's License,
- Passport

DO NOT UPLOAD YOUR SOCIAL SECURITY CARD

Business Entity Name Change Documents

ALL of the following documents are REQUIRED to be uploaded to the Attachment Warehouse

- Approved name change filing with the Idaho Secretary of State
- Approved name change filing with the domiciles Secretary of State (non-residents only)
- Home State license showing the name change (non-residents only).

If you have questions please contact the Department at agent@doi.idaho.gov