Change the Name on a License

Non-Residents must change the name in their home state first. Business Entities must register the name change with the Idaho Secretary of State ***before*** submitting a name change.

Step 1	Go to NIPR: https://nipr.com
Step 2	Click the orange "**Start now**" button.
Step 3	Identify the license to which you are making any changes.
Step 4	On the left side of the screen, click on "**Name Change**."
Step 5	Click "**Edit**."
Step 6	Enter the new name, then click "**Save**."
Step 7	Click "**Next**."
Step 8	Enter the date the changes took effect, then click "**Continue**."
Step 9	Enter the information and click "**Next**."
Step 10	Review the transaction, then click "**Next**."
Step 11	Verify your information and click "**Next**" when finished.
Step 12	Read the attestation carefully. If you agree to the attestation, click "**I accept**," then click "**Next**."
Step 13	Enter where you want the receipt sent, then click "**Next**."
Step 14	Review the information, if correct, click "**Submit**."
Step 15	Idaho does not charge for name changes, but some other states do. If you are changing multiple states, you may need to enter payment information for those other states.
Step 16	Go to the NIPR Attachment warehouse:
Step 17	Upload documentation showing proof of the name change in the correct section. - **Individuals:** Any government document showing the name change (driver's license, etc.) - **Business Entities:** The registration with the Idaho Secretary of State with the new name.

Name changes are processed the morning after submission. The documents must be in the NIPR Attachment Warehouse at that time. If you are having issues with the attachment warehouse, please contact NIPR at https://nipr.com/help/contact-us or 855-674-6477.