**Individual Update Form**

Complete the information below for the licensed individual whose information is to be changed, then scan and email the form and all required documentation to nevada.licensing@doi.nv.gov for processing.

**CURRENT INFORMATION**

|  |  |
| --- | --- |
| **Current Name (Print the** **full name of the licensee** **currently shown on the license)** | **Nevada License No.** |
| **Signature of Licensee or Authorized Person** | **Date** |

**I need to update my (check all the apply and provide the current and corrected information below):**

[ ]  **Name**

|  |  |
| --- | --- |
| **Current Name on File *(Last, First, MI, Jr/Sr)*** | **New/Correct Name *(Last, First, MI, Jr/Sr)*** |

* A Nevada Resident Individual must include a current copy of an updated driver’s license, government-issued photo identification card, passport or court document that shows the name change.
* A Non-Resident Individual must include documentation showing the name has already been changed with their resident state’s insurance department.
* Individuals who are required to maintain a surety bond for licensure must submit a surety bond rider from the surety company which includes the name change.

[ ]  **Date of Birth**

|  |  |
| --- | --- |
| **Date of Birth on File** | **Correct Date of Birth** |

* Resident and Non-Resident Individuals must include a current copy of their driver’s license, government-issued photo identification card, or passport.

[ ]  **Social Security Number**

|  |  |
| --- | --- |
| **Social Security Number on File** | **Correct Social Security Number** |

* Resident and Non-Resident Individuals must include a copy of their social security card and a current copy of their driver’s license, government-issued photo identification card, or passport; the name on both documents must match.

[ ]  **National Producer Number (NPN)**

|  |  |
| --- | --- |
| **National Producer Number (NPN) on File** | **Correct National Producer Number (NPN)** |

[ ]  **Residence Address to a New State (in-state updates must be done through** [**Sircon.com**](https://www.sircon.com/) **or** [**NIPR)**](https://nipr.com/licensing-center/change-contact-info)

* Bail Solicitors **must** reside in Nevada. For all other Nevada Resident license types, an out of state residence address could require application for a Non-Resident license.
* Non-Resident Individuals must update their residence with their home state first and provide proof, such as their updated home state license.
* Enter your new residential address in the Confirm Contact Information section below.

**CONFIRM CONTACT INFORMATION (this information will be used to update the licensee’s record):**

|  |  |
| --- | --- |
| Phone No. | Email Address |
| Resident Address *(Physical Address)* | City | State | Zip |
| Mailing Address/P.O. Box | City  | State | Zip |
| Business Address *(Physical Address)* | City | State | Zip |