



ADMINISTRATIVE OFFICE OF THE COURTS
CERTIFICATION AND LICENSING DIVISION

Change Request Form

This form may be used to request a name change, obtain a copy of your license/certificate, or replace a lost ID card. Please fill out this form completely and mail it to the address below. Be sure to include any documentation of changes required. Please print or type clearly, illegible forms will not be processed. Mail to: Arizona Supreme Court, ATTN: Certificate and Licensing Division, 1501 W. Washington St. Suite 104, Phoenix, AZ 85007.

Select an option

- Legal Name Change
Business Name Change
Check this box to replace your lost or damaged ID card
Check this box to request a duplicate license/certificate

To change your name this form must be accompanied by legal documentation. Acceptable forms of documentation include a copy of a marriage certificate, divorce decree, legal name change document, copy of SSN card, or driver's license. If you are a business, please provide your Entity ID number.

Name as it appears on Certificate/License:
Certificate/License Program: Certificate/License Number: Entity ID Number (if applicable):
Mailing Address: Phone Number:
Please print below the name you are trying to change (if applicable):
Please print below how your new name should appear in our files (if applicable):
Certificate/License Number(s) to be associated with your new name (if applicable): Email:

By signing and submitting this form I certify that all information is true and accurate.

Signature

Date:

The fee to change your name, obtain a copy of your certificate, or replace a lost ID card is listed below by program. The fee may be paid by certified check or money order. Please make the payment out to Arizona Supreme Court.

Table with 3 columns: Program, Fee, Applicable Code. Rows include Fiduciaries, Confidential Intermediary, Defensive Driving, Certified Reporter, Legal Document Preparer, and Alternative Business Structure.

To update the way your information appears on the public directory, update your information in Certificate and Licensing Portal or complete and return the form at: https://www.azcourts.gov/Portals/26/Directory%20Form%20Final%202022-11%20-%20Fillable_1.pdf.