

New Jersey Office of the Attorney General

Division of Consumer Affairs

Board of Pharmacy

124 Halsey Street, 6th Floor, P.O. Box 45013

Newark, New Jersey 07101



Instructions to submit a Notice of Change of Name

Licensee Responsibilities -

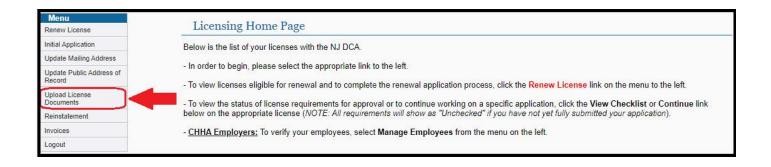
• If a licensee legally changes the name under which he or she engages in the practice of pharmacy (as a pharmacist or a pharmacy technician), the licensee shall notify the Board within 30 days of such change. The licensee shall submit original proof of the change of name or a certified copy of the court order or marriage certificate, which shall be retained by the Board. N.J.A.C. 13:39-3.3, N.J.A.C. 13:39-6.9

Board Notification –

- Once you have completed the Notice of Change of Name, please upload it to your **individual** (i.e. 28RI00123450, 28RW00123450) New Jersey *MyLicense* account to be reviewed. (This is the same account utilized to complete your annual license renewals).
- To log in, please click the following link: MyLicense
- Once logged-in, you will be brought to your *MyLicense* homepage. To submit the Notice of Change of Name form to be reviewed, click "Upload License Documents" on the left-hand side menu, and follow the instructions to upload the form.
- If you need to update your mailing address/email address, this can also be done from your *MyLicense* homepage. Click "Update Mailing Address" on the left-hand side menu and follow the instructions.

Please Note

Individual acknowledgement of receipt will not be provided. However, Board staff will contact you via email if further information is required, or to send an invoice. <u>Please make sure your email address is up-to-date, as this is the primary communication method utilized.</u>





New Jersey Office of the Attorney General Division of Consumer Affairs

Division of Consumer Affairs
Board of Pharmacy
124 Halsey Street, 6th Floor, P.O. Box 45013
Newark, New Jersey 07101



	First name	Middle name	Last name
ew name			
	First name	Middle name	Last name
icense No.			
Documents to b	e uploaded		
☐ Marria	age Certificate		
☐ Divor	ce Decree		
☐ Court	Order		
☐ Other	(please specify)		
lease Note		cree, or court order <i>must</i> be include as middle names without a cour	
	n names may not be used	as illiance harries without a cour	
• Maide	cense (Fee: \$25.00)	us initiate names without a cour	
Maidedequest a new liIf you	cense (Fee: \$25.00) \square would like to have a new	license to reflect the name chang	-
Maidedequest a new liIf you	cense (Fee: \$25.00) \square would like to have a new	license to reflect the name chang	-
MaideAcquest a new liIf youAn inv	cense (Fee: \$25.00) \square would like to have a new	license to reflect the name chang	-
MaideAcquest a new liIf youAn inv	cense (Fee: \$25.00) \square would like to have a new	license to reflect the name chang	-
MaideAcquest a new liIf youAn inv	cense (Fee: \$25.00) \square would like to have a new	license to reflect the name chang	-

Email address

Date