



## 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. **Please make sure your email address is up-to-date, as this is the primary communication method utilized.**

Menu	Licensing Home Page
Renew License	Below is the list of your licenses with the NJ DCA.
Initial Application	- In order to begin, please select the appropriate link to the left.
Update Mailing Address	- To view licenses eligible for renewal and to complete the renewal application process, click the <b>Renew License</b> link on the menu to the left.
Update Public Address of Record	- To view the status of license requirements for approval or to continue working on a specific application, click the <b>View Checklist</b> or <b>Continue</b> link below on the appropriate license ( <i>NOTE: All requirements will show as "Unchecked" if you have not yet fully submitted your application.</i> )
<b>Upload License Documents</b>	- <b>CHHA Employers:</b> To verify your employees, select <b>Manage Employees</b> from the menu on the left.
Reinstatement	
Invoices	
Logout	



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## Notice of Change of Name

Current name \_\_\_\_\_  
First name Middle name Last name

New name \_\_\_\_\_  
First name Middle name Last name

License No. \_\_\_\_\_

### Documents to be uploaded

- Marriage Certificate
- Divorce Decree
- Court Order
- Other (please specify)

### Please Note

- A marriage certificate, divorce decree, or court order ***must*** be included in the documents submitted.
- Maiden names may not be used as middle names without a court order.

Request a new license (Fee: \$25.00)

- If you would like to have a new license to reflect the name change, please check the box above. An invoice, payable online, will be sent to the email address you have on file with the Board.

### Notes

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date