



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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DOUGLAS A. DUCEY
Governor

TOBI ZAVALA
Executive Director

Pursuant to A.A.C. R4-6-205, 206, a licensee or applicant shall notify the Board in writing within 30 days of a name change, or change of home or employer(s) contact information.

INSTRUCTIONS FOR SUBMITTING A CHANGE OF NAME/ADDRESS

1. Complete the Licensee/Applicant Information including your AZ Board License number or the type of application you have on file with the Board, and your date of birth.
2. In the "Information to Change" section:
 - a. Check the appropriate box for the type of change (Home contact info, Employment contact info, Preferred Email, or Name)
 - b. You only need to complete fields that are changing. If your address is changing, but not your phone, leave phone number blank.
 - c. If you are replacing information currently on file with the Board such as the home address or primary employer, complete the "Previous contact info" fields with that information, and enter the "New contact info" with the updated information.
 - d. If you are adding additional information such as a new secondary employer, enter the information in the "New contact info" fields.
 - e. If you are no longer with your employer currently on file with the Board, in the Employment section, key your former employer in the "Previous contact info" fields, and enter "None" in the "New contact info". *NOTE: If you do not have any employment contact information on file, your home contact information becomes public record unless a PO Box is provided.*
 - f. If you were previously unemployed and are adding a new employer, in the Employment section, key your new employer in the "New contact info" fields, and "None" in the "Previous contact info".
 - g. You must provide an email address to use the submittible form. You are able to maintain two email addresses on file with the Board. The email provided will be used for licensing information, including renewal notifications.
 - h. For name changes:
 - i. Enter your previous legal name on the first line of the name change section, and your new legal name on the second line.
 - ii. **YOU MUST ATTACH** one of the following (the form has a limit of 3 attachments):
 - Copies of legal documents showing the name change, or
 - Copies of two acceptable forms of identification, one containing your photo
3. E-sign the form using Adobe E-sign.
4. Press "Submit". A copy of the form will be sent to the Board and to your email.