

## **HOW TO REQUEST A NAME CHANGE** *from the* **Oklahoma State Board of Osteopathic Examiners**

All name changes must be approved by a quorum of Board members of the Oklahoma State Board of Osteopathic Examiners at a regularly-scheduled meeting of the Board.

All requests for name changes and supporting documents must be received at the office of the Board no later than two (2) weeks prior to a meeting of the Board. The Board meets the third Thursday of March, June and September and the second Thursday of December.

Requests for name changes should be addressed to:

Oklahoma State Board of Osteopathic Examiners  
4848 North Lincoln Boulevard, Suite 100  
Oklahoma City, OK 73105

What to include in your request for a name change:

1. A letter requesting the name change and the reason for the change. Include a statement as to how you would like your new name to appear on your license.
2. Legal document(s) to support the name change: Copy of Marriage License, Divorce Decree, Court Order, or other supporting documents.
3. A check in the amount of fifty dollars (\$50.00) *if* you would like a new license prepared for you to frame for your office wall using your new name.  
Note: There is no fee if you prefer to keep your current wall license, but please note that in your letter when requesting the name change.

What happens *after* the Board approves your request for a name change:

1. Wait for new documents to be prepared.
2. Within a few days, you should receive a new license in the mail. This will be identical to your yellow Renewal Certificate and Wallet Card but will be imprinted with your new name. (When you receive your new license, destroy your old one; i.e. your Renewal Certificate and Wallet Card bearing your old name.)
3. If you paid the fee to request a new wall license, send or deliver your old wall license to the Board. A new wall license will be mailed to you, via certified mail, as soon as it is lettered and signed by all members of the Board, and upon receipt of your old wall license.
4. Contact Barbara Shepherd (405.528.8625) at the Board if you have any questions.