

**State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Demographic Changes for Real Estate Individuals
Form # DBPR RE 10**

TRANSACTION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your form to ensure faster processing.

ALL License Applicants must submit:

- Section V Affirmation By Written Declaration

Applicants requesting to:

- 1. Name Change**
- 2. Address Change**

- Name Change Applicants must submit supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)

Please mail your completed form and documentation to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-0783

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Demographic Changes/Permit for Real Estate Individuals
Form # DBPR RE 10

Check the box for the relevant transaction in Section I and complete the appropriate additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For additional information see Instructions at the end of this form.

Section I – Transaction Type

TRANSACTION TYPES	
<input type="checkbox"/> Name Change [9006] <input type="checkbox"/> Address Change [9006]	<input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address

Section II – License/Permit Type

CHECK ONLY ONE OF THE LICENSE/PERMIT TYPES (Use multiple forms if more than one license/permit type is applicable)	
<input type="checkbox"/> Sales Associate or Broker Sales Associate [2501] <input type="checkbox"/> Instructor [2505]	<input type="checkbox"/> Broker [2501]

Section III –Name Change

APPLICANT INFORMATION			
This transaction is used when the applicant has a name change and must update his/her license information. Applicant must provide supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)			
License/Permit Number:			
PREVIOUS NAME			
Last/Surname	First	Middle	Suffix
NAME AFTER CHANGE			
Last/Surname	First	Middle	Suffix
MAILING ADDRESS			
Street Address or P.O. Box			
City		State	Zip Code (+4 optional)
County (if Florida address)		Country	
CONTACT INFORMATION			
Primary Phone Number		Primary E-Mail Address	

Section IV – Address Change

APPLICANT INFORMATION			
License/Permit Number:			
Last/Surname	First	Middle	Suffix
CONTACT INFORMATION			
Primary Phone Number		Primary E-Mail Address	
NEW PHYSICAL ADDRESS			
Street Address			
City		State	Zip Code (+ 4 Optional)
County		Country	
NEW MAILING ADDRESS			
Street Address			
City		State	Zip Code (+ 4 Optional)
County		Country	

Section V – Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</p>	
Signature:	Date:
Print Name:	

Instructions and Additional Information

If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

1. Information

- a. For the "Name change," and "Address Change," transactions:
 - i. Once this transaction is properly completed, DBPR will notify the applicant that the license has been updated and is able to be printed from the secure online account.
 - ii. Once the applicant prints the new license, he/she should destroy the old license.

2. Application Instructions by section

a. Section I – Transaction Type

i. Name Change

- a. Select this transaction if you need to update your name information.
- b. Once this transaction is properly completed, DBPR will notify the applicant that the license has been updated and is able to be printed from the secure online account.

ii. Address Change

- a. Select this transaction if you need to update your physical and/or mailing address information.
- b. Once this transaction is properly completed, DBPR will notify the applicant that the license has been updated and is able to be printed from the secure online account.

b. Section II- License/Permit Type

- i. Select only one license/permit type.
- ii. Select the license type for which you are updating your information.
- iii. **Note:** If you need to update information on more than one license type, please submit separate applications for each different license type.

c. Section III - Name Change

- i. Enter your license/permit number.
- ii. Enter your previous name exactly as it is shown on your current license.
- iii. Enter your new name as it is shown on the supporting legal documentation showing the name change.
- iv. Applicant must provide supporting legal documentation of name change (e.g. court documents, marriage license, divorce decree, etc.)
- v. Failure to provide proper legal documents will result in a deficient application.
- vi. Provide your mailing address.
- vii. Provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.

d. Section IV – Address change

- i. **Note:** This form is to be used for address changes for individuals only. If you are trying to name change for a business, use form DBPR RE 12 – Real Estate Company Transactions.
- ii. Provide your license/permit number and name as they appear on your current real estate license/permit.
- iii. Provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.
- iv. Provide your new physical address, if it has changed.
- v. Provide your new mailing address, if it has changed.

e. Section V – Affirmation by Written Declaration.

- i. The applicant must sign the affirmation by written declaration.