



Alabama Behavior Analyst Licensing Board Request for Name or Contact Information Change

Instructions:

- Type or print legibly
- In Section I, complete **all** items to help us locate your records.
- In Section II, complete **only** those items for which you are requesting a change.
- In Section III, indicate whether you want an updated duplicate of your license and/or certificate. Requests for duplicates must include a **\$15 fee** made payable to: **Alabama Behavior Analyst Licensing Board**. Personal checks are accepted; a \$35 fee will be charged for returned checks.
- Mail the completed form and, if necessary, supporting documentation and/or fee to:
Alabama Behavior Analyst Licensing Board, P.O. Box 168, Mathews, AL 36052 (Please do not require a signature.)

SECTION I: Enter information as the Board now has on file.

Name (First, Middle, Last)

AL License Number

Address (Street, City, State, Zip)

Phone Number

Email Address

SECTION II: Enter ONLY your new name/contact information for which you are requesting a change.

Name* (First, Middle, Last)

**For name changes, include a photocopy of a government-issued ID with your new name with your request.*

Address (Street, City, State, Zip)

Phone Number

Email Address

SECTION III: Request for Duplicate License and/or Certificate (\$15 fee required)

If you would like a duplicate license and/or certificate printed with your new name, check the applicable box(es) below and include a check or money order for the \$15 fee made payable to: Alabama Behavior Analyst Licensing Board. You are **not required** to obtain a new license when you change your name. This is strictly your choice. During your next renewal, the renewal notice and license will automatically print with your new name and/or will be sent to your new address.

I included the \$15 fee and am requesting a duplicate license certificate (check all that apply; the \$15 fee covers both items) be mailed to my current address as listed above.

SECTION IV: Signature

I hereby affirm that the foregoing information that has been supplied is true and accurate to the best of my knowledge, information, and belief.

Licensee's Signature

Date