



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Real Estate Commission**

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P.O. Box 11847 • Columbia • SC 29211-1847

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llr.sc.gov/re

**Request for Change of Name/Address**

*SC Code Ann. §§ 40-57-310(3) & 40-57-510(A)(3), licensees shall maintain on file with the Commission current contact information to include, but not limited to: residential address, mailing address, email address and phone number.*

**Submit the following with your request:**

- Processing Fee: \$10. Fees are non-refundable and paid via Document Submission portal. *A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*
- Documentation of Name Change: Submit supporting legal documentation of name change (marriage certificate, divorce decree, court order approving name change, etc.)

**I. CHECK ALL THAT APPLY:**  Name Change  Address Change  Email Change

**II. LICENSEE INFORMATION:**

License Type: \_\_\_\_\_ License Number: \_\_\_\_\_

Name on License: \_\_\_\_\_ Last 5 of Social Security Number: \_\_\_\_\_  
(Last, First, Middle, and Suffix)

Name to be changed to: \_\_\_\_\_

Contact Update: *(if no change, please leave blank)*

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_