

# Name Change Form

This form is to be used to change your name as it appears on the Board's records ONLY in the two circumstances as set forth below.

This form is a fillable PDF. You may complete this form on your computer or print legibly.

Check one of the following:

	1. I have a current application on file with the Office of the Secretary of the Virginia Board of Bar Examiners <u>For bar exam applicants</u> , NO name changes will be made two (2) weeks prior to the upcoming bar exam or two (2) weeks prior to the results being issued.
	<b>OR</b>
	2. I have taken and passed the <b>February</b> <b>July</b> , _____ (Year) Virginia Bar Examination <b>AND</b> I have <b>NOT</b> qualified before the Supreme Court of Virginia. I request that you send a copy of my name change order to the Court and to the Virginia State Bar. <b>PLEASE NOTE: If you are a licensed attorney and have qualified before the Supreme Court of Virginia, you MUST change your name with the Supreme Court, NOT the Virginia Board of Bar Examiners.</b>

*Applicants are licensed/admitted to practice law in their full legal name. This is your full name as it appears on your birth certificate or name change order. Initials are not acceptable unless initials are part of your full legal name. If you are married and if you have never assumed your husband's last name on any educational, financial or legal documents, your full legal name would be your maiden name. If you have assumed your husband's last name, your middle name may be your middle name as shown on your birth certificate, your maiden name, or both if you so choose.*

## Clearly Print or Type Requested Information Below:

**Old** First Name: \_\_\_\_\_ **New** First Name: \_\_\_\_\_

**Old** Middle Name: \_\_\_\_\_ **New** Middle Name: \_\_\_\_\_

**Old** Second Middle Name: \_\_\_\_\_ **New** Second Middle Name: \_\_\_\_\_

**Old** Last Name: \_\_\_\_\_ **New** Last Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Email: \_\_\_\_\_

Check one of the following:

	1. I have lawfully changed my name and attach hereto an <b>original certified*</b> copy of my name change order/divorce decree, which shows such name change, or
	2. I have been lawfully married and attach hereto an <b>original certified*</b> copy of such certificate of marriage.

*\*Enclose a self-addressed stamped envelope if you want your certified documents returned.*

Signature Under New Name: \_\_\_\_\_ Last four (4) SSN \_\_\_\_\_

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

Send this form with required documentation to: Virginia Board of Bar Examiners  
2201 W. Broad Street, Suite 101  
Richmond, Virginia 23220

Revised August 2016