

Legal Name Change

When a licensee legally changes their name they must notify the Oregon Real Estate Agency by completing the legal name change application.

The screenshot shows the Oregon.gov website interface. At the top left is the Oregon.gov logo. To the right, a user is logged in as 'Margaret Test User' with links for 'My Account', 'Shopping Cart', and 'LogOut'. Below the header is a navigation menu with categories: 'ONLINE SERVICES', 'Account' (My Account, Change Address/Phone, Legal Name Change), 'License Actions' (Print License, Inactivate my License, Certified License History, Operate Under my Own License), and 'Business Actions' (Add/Close Clients' Trust Account(s)). The main content area is titled 'Online Applications' and contains the text 'Click the Start link to begin the application process.' Below this text is a table with a 'License' header and a 'Start' link for 'Legal Name Change'.

- Click “Legal Name Change” link in the left navigation menu.
- Click “start” to begin application.

The screenshot shows the 'Legal Name Change' application form. The form title is 'Legal Name Change' and the subtitle is 'Licensee Legal Name Change'. The form contains the following information: 'Current licensed name: Margaret Test User', '1. New Legal Name of Licensee: Margaret Test Licensee', and '2. Upload official legal document that provides proof of name change.' Below this, there is a 'Select a document to upload:' section with a 'Browse...' button and a list of accepted file types: .ert, .msg, .ach, .bmp, .doc, .docx, .fl, .jpg, .pdf, .rtf, .tif, .txt, .vid, .wma, .word, .xls, .xlsx. There is an 'Upload Document' button. At the bottom of the form, there are 'Previous', 'Next', and 'Save and Close' buttons.

- Enter the new legal name.
- Upload supporting documentation
- Click “next”

The screenshot shows the Oregon.gov website interface. At the top left is the Oregon.gov logo. A navigation menu on the left lists various services under categories like 'Account', 'License Actions', 'Business Actions', 'License Applications', and 'License Lookup & Download Lists'. The main content area is titled 'Legal Name Change Review' and contains the following information:

- Fees:** Legal Name Change \$10.00, Total Fees \$10.00.
- Licensee Legal Name Change:** The personal name change application is processed for individual licensees only and cannot be used for business name modifications.
- Current licensed name:** Margaret Test User.
- 1. New Legal Name of Licensee:** Margaret Test Licensee.
- 2. Upload official legal document that provides proof of name change.** A link to a file named 00000176.tif is provided.
- Instructions:** The name change will be effective after the Agency has reviewed and approved the legal documents. Select "Add to Shopping Cart" to begin payment process.

At the bottom of the review window, there are three buttons: 'Previous', 'Proceed to Payment', and 'Save and Close'. A 'Print Review' button is also visible in the top right corner of the window.

- Click *"Proceed to Payment"* to pay and complete the application.
- To maintain a record of the application click *"Print Review"* button.

ONLINE SERVICES
Account
[My Account](#)
[Change Address/Phone](#)
[Legal Name Change](#)
License Actions
[Print License](#)
[Inactivate my License](#)
[Certified License History](#)
[Operate Under my Own License](#)
Business Actions
[Add/Close Clients' Trust Account\(s\)](#)
[Add/Remove Affiliated Licensees](#)
[Registered Business Name Application](#)
[Continuing Education Provider Contact](#)
License Applications
[Broker Application](#)
License Lookup & Download Lists
[License Lookup](#)
[Generate List\(s\)](#)
[Download List\(s\)](#)

The item was successfully added to the shopping cart
 To add additional transactions to the shopping cart, process an application from left menu or click [Pay Invoice](#) to pay now.

Shopping Cart


To ensure that your payment is processed successfully, you **must** click the "Confirm Payment" button on the US Bank "Payment Confirmation Page".
[Returns and refund policy OAR 863-001-0007](#)

Date: 9/23/2013

Invoice #: 37561

 Margaret Test User
 1234 West Test Hwy
 Portland, OR 97201

Description	Amount
Remove Application - Legal Name Change	
Legal Name Change	\$10.00
Subtotal:	\$10.00
Total:	\$10.00

[Pay Invoice](#)
[Click here to proceed to payment page.](#)

- Click "Pay Invoice" button to proceed to USBank Secure Pay application.
- The licensee's name change is not effective immediately. The Oregon Real Estate Agency licensing staff will review documentation and application prior to approval.
- The licensee will receive an email upon approval of the application process.