



# Illinois Department of Financial and Professional Regulation

## Division of Real Estate

**BRUCE RAUNER**  
Governor

**BRYAN A. SCHNEIDER**  
Secretary

**KREG T. ALLISON**  
Acting Director  
Division of Real Estate

### Licensee Contact Information Update Instructions

1. Email address, street address, and phone numbers can be updated by going to the link below:

<https://www.idfpr.com/applications/LicenseReprint/>

or by going to [www.idfpr.com](http://www.idfpr.com) → Real Estate → Online Address Change → and clicking the link at the top of the page that says, 'Click Here to Change your Address, Email Address or Telephone Number.'

2. Name updates must be sent in writing using the form at the link below:

<http://www.idfpr.com/Forms/DPR/DPRCOAnamechange.pdf>

or by going to [www.idfpr.com](http://www.idfpr.com) → Real Estate → Online Address Change → and clicking the 'here' link under the 'Change of Name' section at the bottom of the page.

Below is a screenshot of the webpage mentioned in the instructions above:

The screenshot shows the top of the IDFPR website. In the top left corner is the IDFPR logo, and in the top right corner is the text "Bruce Rauner, Governor". The main content area features a large blue button that reads "Click Here to Change your Address, Email Address or Telephone Number". Below this button is a section with a light gray background containing the following text:

As part of ongoing efforts to provide a more efficient and responsive regulatory experience, the Illinois Department of Financial and Professional Regulation (IDFPR) is implementing a new electronic initial licensure, license renewal and license reprint process. By moving away from a paper-based license process, IDFPR will save valuable licensing revenue that can be directed toward providing better service to licensees. Although this is a Department-wide initiative, the Divisions impacted are Professional Regulation and Real Estate.

You may verify your license status by visiting the IDFPR website [License Look-Up](#) feature and following the instructions listed. The Department considers License Look-Up to be the most accurate and current evidence of the status of your license as it is updated daily.

IDFPR requires each licensee to keep the agency notified of his or her current address, email address and phone number.

**CHANGE OF NAME**  
Change of name CANNOT be completed via this online process. If your name has changed, you must submit a written notice to the Department include documentation of the name change (marriage license, court order, or divorce decree). For a copy of this written notice please click [here](#).

At the bottom of the screenshot, there is a footer with the text "Copyright © 2016 Financial & Professional Regulation" on the left and "Web Accessibility" on the right.