

4723-1-03

**Board records and documents.**

- (A) The board shall maintain a record of all applicants for, and holders of, licenses and certificates issued by the board under Chapter 4723. of the Revised Code and any rules adopted under that chapter. The record shall be maintained in such format as determined by the board.
- (B) A change in name shall be submitted to the board in writing within thirty days of the change and shall be accompanied by a certified copy of one of the following documents:
- (1) A marriage certificate or abstract;
  - (2) A dissolution or divorce decree;
  - (3) A court record indicating a change of name; or
  - (4) Documentation of a change in name consistent with the laws of the jurisdiction or foreign country where the name change occurred.
- (C) The board shall issue a notification to the licensee or certificate holder that the requested change in name has been made to the board records. The licensee or certificate holder shall attach the notification to the current license or certificate.
- (D) A notification of a change in address shall be submitted in writing by the licensee or certificate holder to the board within thirty days of the change.
- (E) Documents submitted to the board may be returned at the discretion of the board.
- (F) Documents issued by the board as evidence of licensure, certification, or other authorization to practice shall not be reproduced, duplicated, or imaged onto paper or any electronic media. The only exception to this prohibition is that such documents may be photocopied by the individual to whom the document was issued. Immediately after photocopying the document, the individual to whom the document was issued shall write the word "copy" boldly across the front side of the photocopied version of the document with a black permanent ink marker and place the individual's initials after the word "copy."

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CERTIFIED ELECTRONICALLY

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Certification

12/26/2007

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Date

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