



Personnel – Name Change Application

Purpose

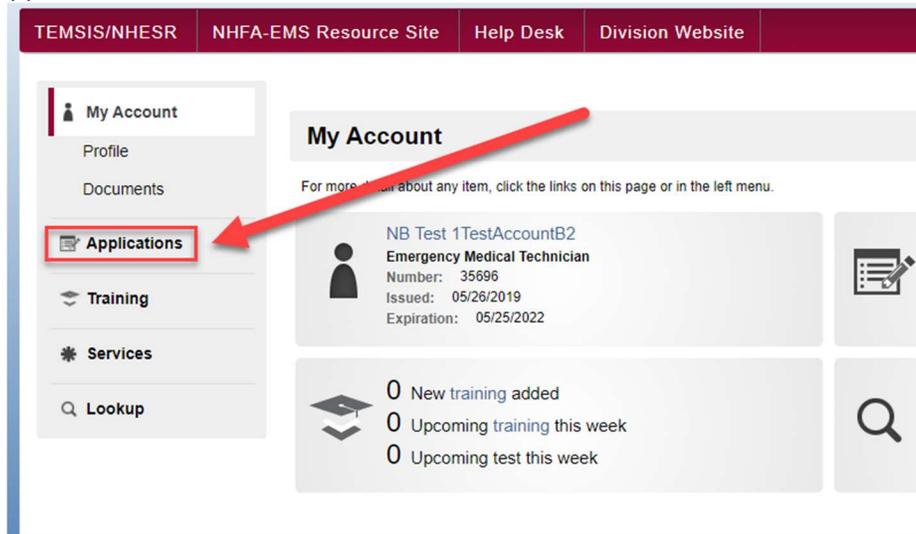
This guide will outline the process to change your first and/or last name in RespondNH.

Your legal name appears on your training records, EMS license (if applicable), and permanent State of New Hampshire personnel records. As such, legal documentation such as a certified marriage certificate, final decree of divorce, or name change judgment from the court is required to process your name change request.

If you have any questions about this process, you may halt this application and contact Fire Standards and Training & EMS at fstems@dos.nh.gov or 603-223-4200.

Procedure

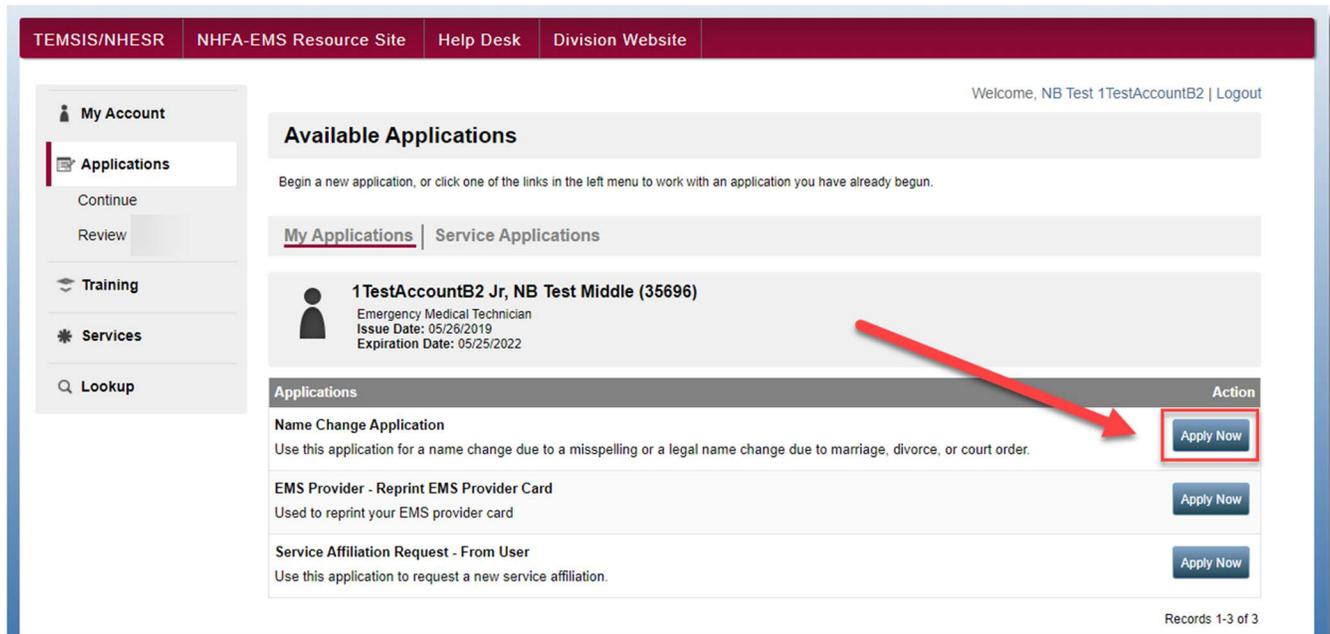
1. Navigate to <https://www.respondnh.org> We recommend using Google Chrome web browser.
2. Login using your credentials. See guide 1.1 *Claiming Your RespondNH Account* if you have never logged in before.
3. Select “Applications” from the left-hand menu:



4. Select “View My Applications”



5. Select Name Change Application from the list of available applications and choose “Apply Now”:



6. The application form will open automatically. This application is divided into 4 sections:

Section 1: Current Profile Information

This section will outline your current first name, last name, middle name, suffix, preferred name and any previous names. This portion is for reference only:

The screenshot shows the 'Name Change Form - Public' with a tab for 'User Requested Name Change'. Under 'Section 1: Current Profile Information', there is a note: 'This is how your name currently appears in your profile:'. Below this are several input fields: First Name (NB Test), Middle Name (Middle), Last Name (1TestAccountB2), Suffix (Jr), Preferred Name (empty), and Previous Name(s) (empty).

Section 2: Type of Name Change

In this section you will select whether this is a legal name change or a spelling/capitalization error. If you select spelling/capitalization error, the form will request that you provide a description of the error (ONEILL vs O'Neil for example).

Section 2: Type of Name Change

*Is your name change request the result of a spelling error or legal name change?

Legal Name Change

Spelling/Capitalization Error

Section 3: Name Verification Information/Documentation

If you select Legal Name Change, Section 3 will populate, requesting that you select documents to prove your legal name change has occurred. Please choose Upload File, and select the appropriate documentation.

Section 3: Name Verification Information/Documentation

*Please attach the required documentation here

*Name

User Name Change Documentation

Document Type

Name Change Documentation

Section 4: Updated Name Request

In Section 4 your will update the existing information to update your name in the system. Please enter your information exactly as you would like it to appear on your profile. When you are finished choose Submit:

Section 4: Updated Name Request

Please update the information below exactly as it appears on your documentation, as your full legal name.

Please include your middle name, if applicable.

*First Name

Middle Name

*Last Name

Suffix

Preferred / Nick Name

Submit

- The Division of Fire Standards and Training and EMS will review and process your request. You will be notified via email when your application is complete.

Note: Your application will show “Continue” until the staff from the Division of Fire Standards and Training and EMS updates your application internally:

- You will be notified via email when your name change has been accepted. If you have any questions or concerns with this application, please call 603-223-4200 during normal business hours or email: fstems@dos.nh.gov for assistance.