Respond NH



New Hampshire Department of Safety Division of Fire Standards and Training & Emergency Medical Services How-To Guide

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 <u>fstems@dos.nh.gov</u> or 603-223-4200.

Procedure

- 1. Navigate to <u>https://www.respondnh.org</u> 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:

TEMSIS/NHESR	NHFA-EMS Resource Site	Help Desk	Division Website	
My Account Profile Documents	My Account	any item, click the links	on this page or in the left mer	nu.
Applications Training	NB Tex Emerge Number Issued: Expirati	t 1TestAccountB2 cy Medical Technicia : 35696 05/26/2019 on: 05/25/2022	n	
* Services	O New 0 Upt	v training added oming training this oming test this we	week ek	Q

4. Select "View My Applications"

TEMSIS/NHESR	NHFA-EMS Resource Site Help Desk Division Website		
• • •	Welcome, NB Test 1TestAccountB2 Logou		
My Account	Available Applications		
P Applications	Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" to view the service licenses you can apply to for that service.		
Continue			
Review	1 TestAccountB2 Jr, NB Test Middle (35696) Emergency Medical Technician Issue Date: 0522019		
😌 Training	Expiration Date: 05/25/2022		

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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:

Name Change Form - Public
User Requested Name Change
✓ Section 1: Current Profile Information
This is how your name currently appears in your profile:
First Name
NB Test
Middle Name
Middle
Last Name
1TestAccountB2
Suffix Jr
Preferred Name
Previous Name(s)

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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?
C 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
Upload File
*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:

NH FSTEMS	Respond NH
 ✓ 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 NB Test Middle *Last Name 1TestAccountB2 Suffix Jr Preferred / Nick Name 	

7. 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:

TEMSIS/NHESR	NHFA-EMS Resource Site	Help Desk	Division Website				
t Mu Assault					Welcome, NB Test 1TestAccountB2 Logout		
My Account	Continue My A	Continue My Applications					
Applications	This section allows you out. Continue for forms	to work with the	forms for applications th	at you have alreated a view a form the	eady started. Click Start to work with forms you have not yet started filling		
Continue 1		out, continue for forms that are suit in progress of the PDP icon to view a form that you already completed.					
Review	filters and search box a	You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click Go to					
Training	search for licenses ma	search for licenses matching your criteria. If you want to view all licenses again, click Clear.					
* Services		Q (CEAR)					
Q Lookup	✓ Name Change A	Application					
	Status: Submitte	Status: Submitted - Pending Additional Forms Initiated On: Jun 28, 2021			Initiated On: Jun 28, 2021		
	Level(s):	Number: Issue Date: Level(s): Expiration Date:		Expiration Date:			
	Forms: 0 of 2 co	Forms: 0 of 2 completed					
	Forms	Forms					
	Form	D. 1.1	Requested	Completed	Action		
	Name Change Form	- Public	JUN 28, 2021	JUN 28, 2021	Records 1-1 of 1FirstPreviousNextLastPage 1 VPer Page 10 V		
@ 2021 ImperFrend Inc							
18/0	are committed to training educati	ng and cortifuing	omorroncy and com	ounity recoonds	lare to protect the citizane and visitors of New Usmpehize		

 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: <u>fstems@dos.nh.gov</u> for assistance.