



Department of Commerce

Division of Real Estate & Professional Licensing

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Tips for Registering a Preferred Name

The **Preferred Name Registration** form was created due to rule changes effective Feb. 10, 2019. Licensees must now register any name they want to use for advertising that is different than the name on their Ohio real estate license (i.e. nickname or a maiden name) with the Preferred Name Registration form.

The requirement was effective Feb. 10, 2019 because of rule changes, and the Division has already processed over 1,200 Preferred Name Registrations, so we know our licensees are eager to get their preferred names in.

Preferred name registrations do not change your name as it is listed on your license; they are just for use in advertising. Your license must always reflect your legal name, so if your legal name has changed, you still need to submit a **Change Application—Individual** form to the Division, along with the legal documentation and fee.

If you are a salesperson, please make certain your principal broker is aware that you have or plan to file to use a preferred name in advertising.

Here are some helpful hints about Preferred Name Registrations:

- If you wish to advertise using any variation of your legal name, you will need to register it with the Division. This includes common derivatives—William needs to register Bill, Sandra needs to register Sandy.
- Applications sent to the Division without the \$10 fee will not be processed. Please do not fax or email your applications as they must include the fee.
- This form cannot be used to drop your middle name from your license. The Division does not require you to advertise using your middle name, even if it is spelled out on your license.
- You cannot register two preferred first names. For example, you cannot register both “Beth” and “Betty.” You can, however, register both a preferred first name and a maiden name.
- If you are getting married and legally changing your name, but still want to advertise in your maiden name, you would need to submit both the Change Application—Individual form as well as the Preferred Name Registration. Both forms require documentation and fees.