

Chapter 3 GENERAL REQUIREMENTS RELATING TO LICENSURE

SUMMARY: This chapter explains the procedure for change of name and/or address; policy and procedure in regard to a lost license; and verification of Maine licensure to another state or country.

1. Change of Name and Address

- A. The name of any licensee shall be changed on the records when the Board of Nursing receives written notification of the change in name and a copy of a marriage certificate, divorce certificate or probate court name change document.
- B. Notice of change of name and/or address shall be submitted to the Board office or edited on the ALMS licensure system by any licensee as promptly as possible.
- C. The licensee shall submit a Declaration of Primary Residence form if he/she moves out of the state of Maine or relocates to Maine.

2. Loss of License

- A. A licensee may request a copy of his/her license on the ALMS licensure system. This requires a valid e-mail address as the copy will be e-mailed to the licensee.

3. Verification of Licensure to Another State or Country

Upon written request and receipt of a \$30.00 fee, the Board of Nursing shall verify licensure in Maine for a licensee who is an applicant for licensure in another state or country when the information cannot be verified through the NURSYS licensure system.

STATUTORY AUTHORITY: 32 MRSA 12153

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