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.

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