

Q & A related to change of information requests

Can I change my personal information myself?

At present, LPNs update their e-mail address, home address, phone number, and employer information when processing their licensure renewal on-line. Change of name or gender cannot be done by an LPN during licensure renewal. It requires submission of documentation. Outside of the registration renewal process, LPNs requesting changes to the information on file with CLPNNL must follow the processes outlined on the website.

CLPNNL is working to establish on-line processes for LPNs to self-manage their personal information.

Why are you asking for all this information?

CLPNNL has a responsibility to uphold the integrity of your information. We have a duty to ensure that only those persons who are entitled to use the protected title *LPN* are issued a license in their name. CLPNNL's Privacy Statement is available [here](#).

Why do you need my drivers license?

We need to validate that the person who owns the information is the person requesting the change.

Is there a cost for having changes made to my information with CLPNNL?

CLPNNL does not charge a fee to registrants who request changes to their CLPNNL held information. Any costs associated with obtaining required documentation (e.g., photo id, birth certificate) is the responsibility of the registrant.

CLPNNL does charge an administrative fee to obtain a licensure payment receipt from prior years (e.g., for tax purposes).

Can I bring my information into the CLPNNL office and make a request in person?

CLPNNL will accommodate in-person requests. The same documentation is required to be presented as if the request was made via e-mail. Additionally, CLPNNL staff will take measures to validate the identity of the individual requesting changes.

Can I get another copy of my license receipt/certification?

CLPNNL e-mails you a licensure receipt/certification annually when your renewal is processed. Receipt/certifications are only generated when a change is made to your name in our licensure database. CLPNNL does not routinely provide additional copies. Registrants are referred to their registration renewal e-mail from CLPNNL to obtain the receipt/certification. Individual requests for copies will be considered by the CLPNNL Registrar.