

# Agency Name Change



To add or change the “doing business as” (dba) name of your agency submit the following information and/or documentation:

**1. A letter on your agency’s letterhead to include the following:**

- a. The agency’s license number. The number is located on agency’s license.
- b. The previous name of your agency
- c. The new name of your agency
- d. Effective date of the change
- e. Signature of manager or owner on the letter (the name must be on record with the Department).

**2. An applicable document from the Indiana Secretary of State (SOS).**

- a. If the “doing business as” (dba) name is different from the corporation (owner) name, then you must submit “Certificate of Assumed Business Name” signed by the Indiana Secretary of State’s office.
- b. Submit the actual document from the Secretary of State (SOS) to the Department. Do not submit your request to the Indiana Secretary of State’s office to register a “doing business as” (dba) name.

Once the documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

**Submit change request to:**

Bobbie Nelson  
Program Director, PSA  
Division of Home and Community Based Care  
2 N Meridian St., Section 4A 07  
Indianapolis, IN 46204