

Notarized Documents for Name Change

For the Board to change the name in which your PT or PTA license is issued, you are **REQUIRED** to submit one of the following:

1. a certified marriage certificate specifying the name change following marriage;
2. a certified divorce or dissolution of marriage decree specifying the name change, or;
3. other certified court order specifying the name change.

If you do not have an original certified document for the board to keep on file, you may submit a notarized copy. Please note that the notarization must be the original inked notarization from the Notary and that the Board cannot accept copies of a previously notarized document or faxed or emailed versions of the submitted documentation. If a Notary is unable or unwilling to notarize your copy you will have to arrange to submit an original certified document.

How to obtain a notarized document:

1. Make a photocopy of the document (marriage certificate, etc).
2. Take the photocopy along with the original document to a Notary.
3. The Notary will look at the original document and the photocopy.
4. The Notary will sign/stamp/seal the photocopy and write a statement to the effect that they have viewed the original and this is an exact copy. Some Notaries will attach a paper (with a similar statement, signature/stamp/seal) to the copy.

Mail notarized documentation along with the completed Name Change Request Form to the Board at:

Minnesota Board of Physical Therapy
335 Randolph Avenue, Suite 285
St. Paul, MN 55102

Please contact the Board of PT with any questions, by phone at: 612-627-5406 or via email at: physical.therapy@state.mn.us