

IREC Application Instructions – (General) Request for Change of Legal Name

See <https://plb.iowa.gov/documents/faqs> for assistance with a licensee's initial login, if they have not done so already. At their initial login, if an individual has a current license or lapsed license (SXXXXX000 or BXXXXX000), they will link their current or past license to their contact, but individuals SHOULD NOT try to link another license other than their own broker or salesperson license to their "My Iowa PLB" account. If an individual has any issues or questions at that time or are looking to seek assistance, please do not hesitate to contact Commission staff.

For best results, users should use the most updated version of Google Chrome as their web browser.

Licensees have an obligation to inform the Iowa Real Estate Commission at the time of a name change. Legal documentation will be required and the following documents will be deemed acceptable: marriage certificate, social security card, state-issued driver's license/ID card, divorce decree.

1. Go to https://iowaplb.force.com/IPLB_login and login using your e-mail address as your username.
2. Once you have successfully logged in, while under **My Iowa PLB - Home**, start by clicking on "Submit Application / Renew" under **My Iowa PLB - Home** in the upper left-hand corner of your screen, which will initiate the application wizard.
3. Choose "Real Estate Commission" when you get to the page that asks you to select what licensing board is applicable to the desired application.
4. You will come to a page that asks you to "Please Select the Desired Application" and you will want to select the "General - Request for Change of Legal Name" application.
5. Once you have established the application type, from the "Application Detail" page (you can get there by clicking on the application number under "My Applications"), click on the "Complete Checklist" button.
6. In the Checklist page, you will be required to answer every question of this respective application. Make sure that there is a green check-mark besides the "Complete Checklist" before you move forward and click on "Upload Submissions" button.
7. While in the "Manage Submissions" page, you will also be asked to upload all supporting and/or required documents electronically (PDF documents are preferred).
 - A. In the Upload Submissions section you will be asked to attach supporting documents (PDF format is preferred) for each respective application. In the Manage Submissions page, you will see the "Required" column. If there is a check-mark in that box, you MUST upload a document to that row. If there is not a check-mark in the "Required" column, you can submit an application without uploading a supporting document.

Instructions on how to upload submissions one document at a time:

 - B. Click on "Upload" under the "Actions" column.
 - C. Click on "Choose File."
 - D. Select the file that you are intending to upload and click on "Open" in the pop-up box.
 - E. Click on "Upload" again.
 - F. A message should appear in yellow stating "Attachment uploaded successfully."
 - G. Click on "Save" at the bottom of the page before you leave the Manage Submissions page.
8. Once you have uploaded the required submissions, there will be a green check-mark besides the "Review Submissions" button. At this time you can move forward and click on the "Submit for Review" button.
9. To successfully complete the application request, be sure to click on the "Submit for Review" button.
10. A "Pending" status indicates that the application has not been submitted to the Iowa Real Estate Commission. An application status of "Pending Internal Review" indicates that you have successfully submitted your request and it is sitting in the IREC work queue for review.
11. Once an application has been successfully submitted, the description of the application statuses can be found at the following link: <https://plb.iowa.gov/re-application-status-types>.

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If you have any questions or concerns, please do not hesitate to contact Commission staff at (515) 725-9027 or realestatecommission@iowa.gov.