

How to Change Your Name in BELS Account

All licensees and applicants can request a name change through your BELS account. You will be required to upload the document showing the name change. **Once it is reviewed and approved, it will show in your account and on the License Search.** It is not a live update since a document and review is required.

- Go to the website and click on My BELS Login



- Login to your BELS account

Alabama Board of Professional Engineers and Land Surveyors Licensing Portal

License Search Certificate of Authorization Search File a Complaint

Individual Applicants

[Register as a new Applicant](#)

To Submit an application to become a Professional Engineer, Engineer Intern, Professional Land Surveyor or Land Surveyor Intern

Go to login and put in your User ID to:

- Renew an existing PE or PLS License
- Check on the status of an application
- Update personal information

Companies

[Register a new Company](#)

To Submit an application for a Certificate of Authorization

Go to login and put in your User ID to:

- Renew an existing Certificate of Authorization
- Amend an existing Certificate of Authorization
- Update Contact Information

Login

License Type and Number works best as your User ID.
Enter your license type in front of your license or CA number and your Password to log in. Example below:

- PE12345 or PLS12345
- EI12345 or LSI12345
- ECA12345 or LSCA12345

User ID or Email

Password

☐ Remember me

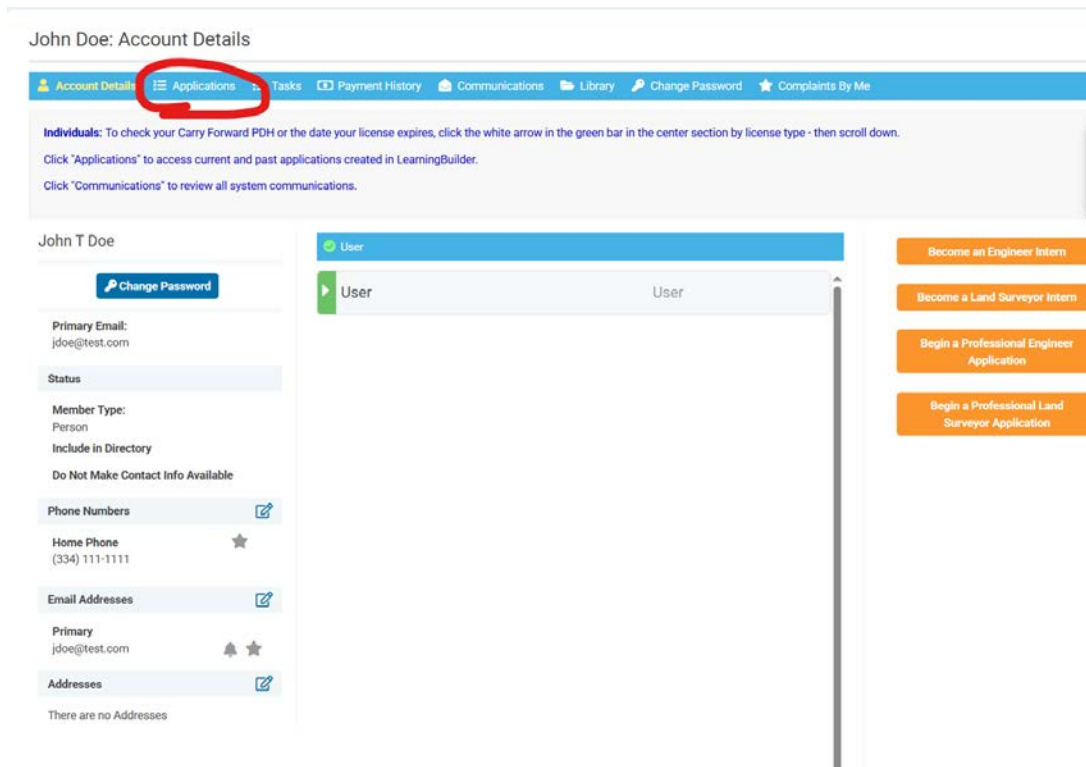
[Forgot your password?](#)

[Login](#)

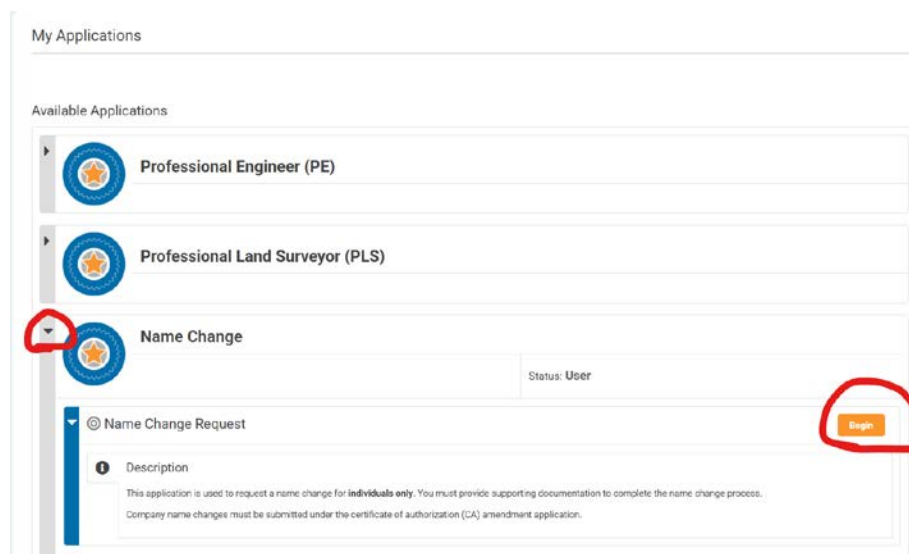
PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead request a password to the new site by clicking [here](#).

Page 2 How to Change Your Name in BELS Account

- If your account opens up in Account Details, Click Applications



- Once you get to the Applications page, scroll down till you see Name Change. Click the arrow and Click Begin



Page 3 How to Change Your Name in BELS Account

- You only have to enter which name (first, middle or last) or the suffix that is **changing**. It is not necessary to enter all 3. The system will prepopulate the names that were **NOT** changed.
- Once you've entered the change and uploaded the supporting document, Click Continue.

Name Change Request: Provide Name Change Details

Please enter your name change information below. Supporting documentation will be required.

First Name on file:
John

New First Name:

Middle Name on file:
T

New Middle Name:

Last Name on file:
Doe

New Last Name:

Member Suffix on file:

New Suffix:

Please provide supporting documentation (e.g., marriage certificate)*:

Upload

Finish Later

Cancel

Continue

- Once you've confirmed you have entered the correct information, Click Submit Name Change Request.

Name Change Request: Confirm Name

First Name:
John

New First Name:
John

Middle Name:
T

New Middle Name:
T

Last Name:
Doe

New Last Name:
Doe

Member Suffix:
Jr.

New Suffix:
III

Name Change Supporting Documentation:
[Test Name Change.docx](#)  

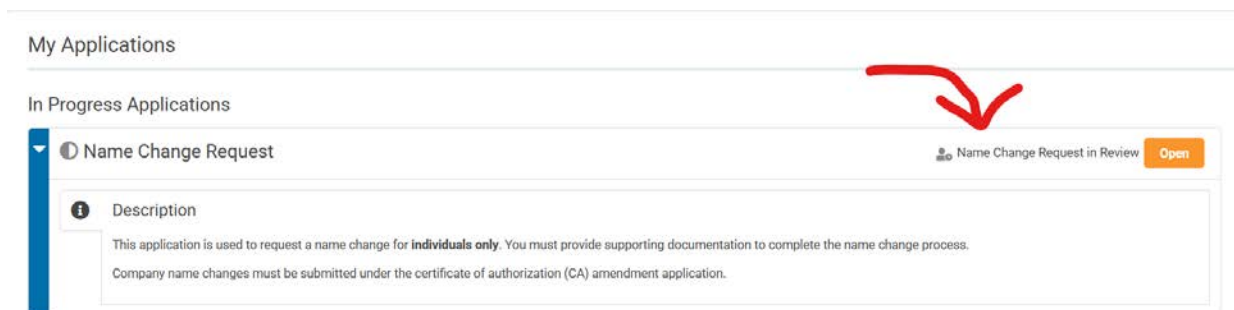
Go Back and Make Changes

Cancel

Submit Name Change Request

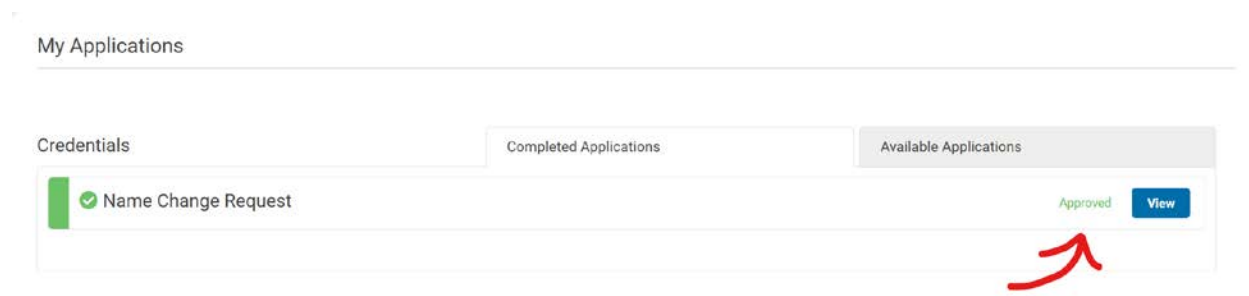
Page 4 How to Change Your Name in BELS Account

- You will see your Name Change Request is In Review.



The screenshot shows the 'My Applications' section of a web interface. Under the 'In Progress Applications' tab, there is a card for a 'Name Change Request'. The card has a blue header with a dropdown arrow and the text 'Name Change Request'. To the right of the card, there is a status indicator 'Name Change Request in Review' with a red arrow pointing to it, and an orange 'Open' button. Below the header, there is a 'Description' section with an information icon and text explaining the process for individuals and companies.

- If BELS staff has questions about your request, you will get an email requesting clarification.
- If there are no issues with your request, you will get an email letting you know the Name Change Request has been approved and the email will show your new name.
- You should see your Name Change Request status as Approved and it provides a new name change request if you need one in the future.



The screenshot shows the 'My Applications' section of a web interface. Under the 'Available Applications' tab, there is a card for a 'Name Change Request'. The card has a green header with a checkmark icon and the text 'Name Change Request'. To the right of the card, there is a status indicator 'Approved' with a red arrow pointing to it, and a blue 'View' button.