

# Facility's Name Change



To add a “doing business as” (dba) name to your legal entity name submit the following information and/or documentation:

## **A letter on your facility's letterhead to include the following:**

1. The facility's certificate of registration number. The number is located on the facility's certificate of registration.
2. The previous name of your facility.
3. The new name of your facility.
4. Effective date of the change.
5. Signature of manager or owner on the letter (***the name must be on record with IDOH.***)

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

1. 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.
2. Submit the actual document from the Secretary of State (SOS) to IDOH not the request to the Indiana Secretary of State to register a “doing business as” (dba) name.

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

Submit change request to:

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