

How to Change a Name and Create or Search for an Alias

This function may be used to change a name or to document an alias.

After logging into the Central Registry, search for the EMT record using the EMT number or Social Security number in the Licensee > Edit module



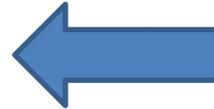
The screenshot shows the 'Licensee' edit form. It has two tabs: 'Person' and 'Facility'. The 'Person' tab is active. The form contains several fields: Profession (Certifying Entity), License Status (<All Status>), Last Name (Voyance), City, SSN, License Type (EMT), First Name (Clare), Address Line 1, State, Address Type (General), License Number, Middle Name, Address Line 2, and Zip Code. There is also a 'Licensee Only' checkbox which is unchecked. At the bottom, there are 'Search' and 'Clear' buttons.

Select the record you want to modify.

In the Person panel, click Details.

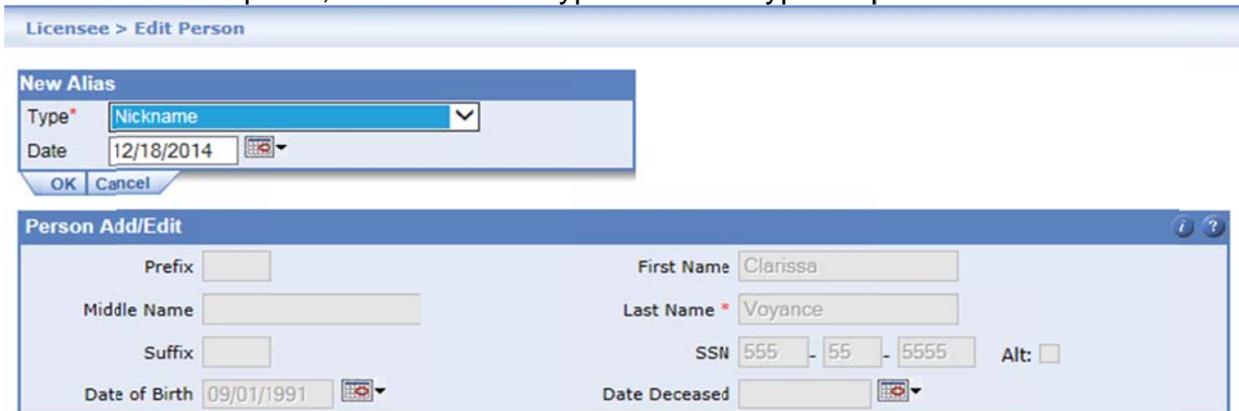


The screenshot shows the 'Person' details panel. It displays the following information: Prefix, First Name: Clare, Middle Name, Last Name: Voyance, Date of Birth: 09/01/1991, and SSN: 55555555. There is a 'Details' button with a magnifying glass icon and an upward arrow icon.



Change the licensee's name and click Save.

In the New Alias panel, select an alias type from the Type drop-down list



The screenshot shows two forms. The top form is 'New Alias' with a 'Type' dropdown menu set to 'Nickname' and a 'Date' field set to '12/18/2014'. The bottom form is 'Person Add/Edit' with fields for Prefix, Middle Name, Suffix, Date of Birth (09/01/1991), First Name (Clarissa), Last Name (Voyance), SSN (555-55-5555), and Date Deceased. There is also an 'Alt:' checkbox.

Enter the date in which the change is valid in the Date field and click OK. The alias type indicates the reason why the licensee's name is being changed.

For questions, please contact the BLS Coordinator at (916) 431-3717.

To **search for an alias**, go into Licensee Edit. Click on Licensee – Person Advanced and check the box “Include Alias.”

The screenshot shows a search form for a licensee. It has tabs for 'Person' and 'Facility'. Fields include Profession, License Status (set to '<All Status>'), Last Name, City, and SSN. Below these is a section for 'Licensee - Person Advanced' with a Date Of Birth field (format mm/dd/yyyy), an Applicant Number field, and an 'Include Alias' checkbox which is checked. At the bottom are 'Search' and 'Clear' buttons.



You will see the name you searched for and the Alias name underneath.

The screenshot shows search results for 'Voyance, Clare'. The table has columns: Name / License Type, Address, Subtype, License Number, Hold/Alert, and License Status. The first row shows 'Voyance, Clare' with address '5555 Auburn Blvd Sacramento CA 95841'. Below it, an alias is listed: 'Alias: Avoidance, Clare' (circled in red) with the same address. The license number is 'E108473' and the status is 'Active'. Buttons for 'Archive' and 'Rescind' are at the bottom.

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Voyance, Clare	5555 Auburn Blvd Sacramento CA 95841				
Alias: Avoidance, Clare	5555 Auburn Blvd Sacramento CA 95841		E108473		Active

At the bottom of the screen, you will see the Alias mini-panel that details any changes made to the name. This will include First, Last, Nicknames, etc.

The screenshot shows an 'Alias' mini-panel with a 'Details' button. It contains a table with columns: Full Name, Last Name, Date Changed, and Alias Type Label.

Full Name	Last Name	Date Changed	Alias Type Label
Clare Avoidance	Avoidance	12/09/2014	Marital Status Change
Clare Voyance	Voyance	12/09/2014	Marital Status Change

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