

**Maryland State Board of Law Examiners  
2011-F Commerce Park Drive  
Annapolis, MD 21401**

**NOTICE OF CHANGE IN CONTACT INFORMATION**

Applicants are required to maintain current contact information with the Board. Any changes, including mailing address, e-mail address, & phone number, must be submitted to the Maryland State Board of Law Examiners in writing. **Immediately** notifying the Board of a change in contact information is necessary to ensure the timely exchange of information between the applicant and the Board. There is no guarantee that requests for changes in contact information will be in effect if they are not received at least two (2) weeks prior to a bar exam or two (2) weeks prior to the bar exam results being mailed. Ensure that you have a forwarding order on file with the United States Post Office for the prompt forwarding of your mail.

Once an applicant has been admitted to the Maryland bar, they no longer need to use this form. Any changes in contact information should be sent to the Client Protection Fund of Maryland.

**The completed form must be signed with an original signature and mailed to the Board's office.** Upon receipt of the Notice of Change in contact information, your information will be updated in our database. **Do not call the Board's office to verify receipt of your Notice of Change in Contact Information. You will be notified by email of the update.**

**Mail To:** Maryland State Board of Law Examiners  
2011-F Commerce Park Drive  
Annapolis, MD 21401

**For Board Use Only**  
Change made on \_\_\_\_\_  
By \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Apartment/Unit/Floor:** \_\_\_\_\_.

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime Phone (with area code):** \_\_\_\_\_ **Alt. Ph#:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Last Four Digits of SS#:** \_\_\_\_\_.

**Original Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_