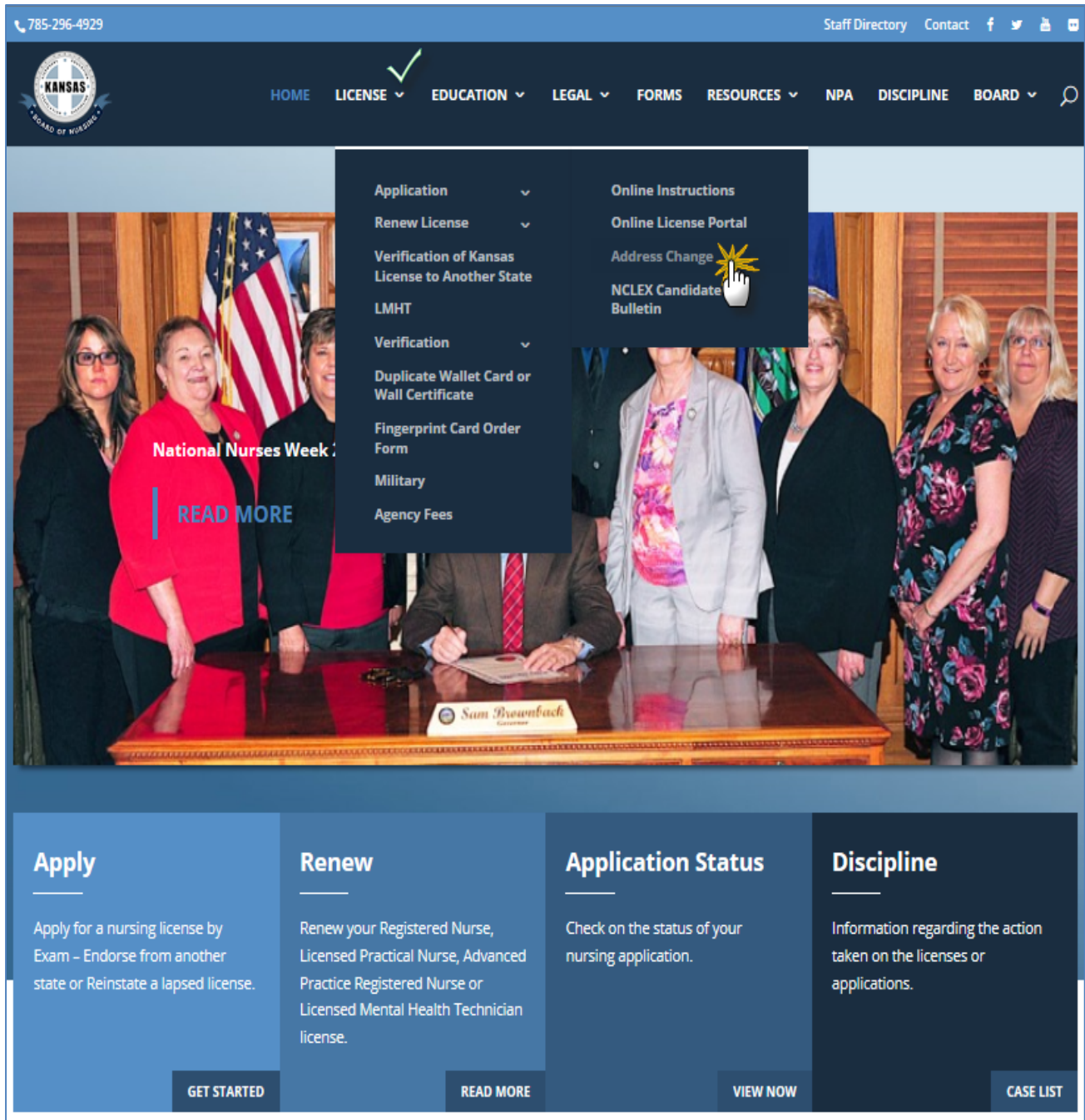


Change Your Address

Locate “License” on the main menu, when the dropdown appears you’ll want to hover over “application” in the dropdown and you’ll get a second menu select “address change” from the extended menu selections.



The screenshot shows the website header with the phone number 785-296-4929, social media icons, and a navigation menu. The 'LICENSE' menu is open, showing a sub-menu with 'Application' selected. A hand cursor is pointing to 'Address Change' in the sub-menu. Below the menu is a banner for National Nurses Week with a 'READ MORE' button. The main content area has four columns: 'Apply', 'Renew', 'Application Status', and 'Discipline', each with a description and a button.

785-296-4929 Staff Directory Contact f t

HOME LICENSE ✓ EDUCATION LEGAL FORMS RESOURCES NPA DISCIPLINE BOARD

Application Online Instructions
Renew License Online License Portal
Verification of Kansas License to Another State Address Change
LMHT NCLEX Candidate Bulletin
Verification Duplicate Wallet Card or Wall Certificate
Fingerprint Card Order Form
Military
Agency Fees

National Nurses Week
READ MORE

Sam Brownback
Governor

Apply
Apply for a nursing license by Exam – Endorse from another state or Reinstate a lapsed license.
GET STARTED

Renew
Renew your Registered Nurse, Licensed Practical Nurse, Advanced Practice Registered Nurse or Licensed Mental Health Technician license.
READ MORE

Application Status
Check on the status of your nursing application.
VIEW NOW

Discipline
Information regarding the action taken on the licenses or applications.
CASE LIST

You will get the below window, you'll want to enter your User ID and Password into the appropriate fields then click the "Login" button at the bottom of the window.

The screenshot shows a web page titled "Welcome to the Kansas Board of Nursing". On the left is a "Menu" with a link for "Register a Person". The main content area contains a welcome message and instructions for new users. Below the text are two input fields: "User Id:" and "Password:", each with a green checkmark icon to its right. A "Login" button is positioned below the fields, with a hand cursor icon clicking on it. Below the button is a link that says "Click here here if you have forgotten your password."

Once you click the "Login" button, you should get a screen similar to the one below, you can verify your personal demographic information. If you need to update your information you will want to click on "Address Change" from the menu. (All personal information can be updated her with the exception of your name, that will require submission of a completed name change form and copies of legal documents noting the legal name change.)

The screenshot shows a web page titled "Licensing Home Page". On the left is a "Menu" with links for "Initial Application", "Renew License", "Address Change", "Reinstate License", "Cart", and "Logout". A hand cursor icon is clicking on the "Address Change" link. The main content area contains a message about license listings and a "Personal Information" section. The personal information includes the name "bob doe", address "900 Jackson St. Suite 1052 Topeka, KS 66612 United States", phone number "7858175936", and email "tony.blubaugh@ksbn.state.ks.us". Below the personal information is a section for "Licenses".

Once you select “Address Change” by clicking on it a new window will open, at this point you will need to click the “Next” button to update your personal information.



The screen to update your information looks similar to the one below. You will click into the fields that need updated and make the necessary changes. Then click “Next” button at the bottom of window.

Menu

- Demographics
- Finish
- Licensing Home Page
- Logout

Update Person Address

Update the information in the form below and press the **update** button to save the changes. **NOTE:** Required fields are marked with an asterisk (*).

Name

Full Name: bob doe

Birth Date: [REDACTED]

SSN: [REDACTED]

Address

Country: United States

Phone: 7858175938
ex. 3015551212

Line 1: 900 Jackson St.

Fax: 7852966935

Line 2: Suite 1052

Email: tony.blubaug

City: Topeka
Foreign Addresses:
Enter city, region, postal code

County: Shawnee

State: KS

ZipCode: 66612
ex. 02705 or 027051234

Get City from Zip

Next

If you get a message like the one highlighted below, the system is prompting you to select your city from a new box that appears in the window.

Menu

- Demographics
- Finish
- Licensing Home Page
- Logout

*** City/State/County does not match Zipcode**

Update Person Address

Update the information in the form below and press the **update** button to save the changes. **NOTE:** Required fields are marked with an asterisk (*).

Name

Full Name: bob doe
Birth Date: [REDACTED]
SSN: [REDACTED]

Address

Country: United States (v)
Line 1: 200 8th Street
Line 2: [REDACTED]
City: Wichita
Foreign Addresses:
Enter city, region, postal code
County: Shawnee
State: KS (v)
ZipCode: 67212

Phone: 7858175936
ex. 3015551212
Fax: 7852966935
Email: tony.blubaug

Wichita KS

Check here to use this address
or select a valid city from list below
ex. 02705 or 027051234

Simply select your city from the box (it will change color once you've selected it). After you have selected your city, you will need to click the "Next" button again.

Name

Full Name: bob doe
Birth Date: [REDACTED]
SSN: [REDACTED]

Address

Country: United States (v)
Line 1: 200 8th Street
Line 2: [REDACTED]
City: Wichita
Foreign Addresses:
Enter city, region, postal code
County: Sedgwick
State: KS (v)
ZipCode: 67212

Phone: 7858175936
ex. 3015551212
Fax: 7852966935
Email: tony.blubaug

Wichita KS ✓

Check here to use this address
or select a valid city from list below
ex. 02705 or 027051234

You will get an “Application Summary” page that you will want to make sure your updates are accurate and correct. (Be sure to review your changes carefully) Once you have reviewed the changes you made you can click the “Submit Changes” button at the bottom of the window, this is the final step that activates the actual change in the system.

Menu

- Demographics
- Finish
- Licensing Home Page
- Logout

Application Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

When you have verified all information, click the **Submit Changes** button to complete the process.

Personal Information
bob doeName:

Licensee Address:
200 8th Street
Wichita, KS 67212
tony.blubaugh@ksbn.state.ks.us
7858175936

Licenses
No license

Question Responses

If all the above information is correct please press the **Submit Changes** button . Otherwise please go back and correct any information that is necessary.

[Submit Changes](#)

After you have submitted your changes you will be prompted to print a copy of the changes for your record. You can print a hardcopy or print a PDF of the change to your desktop.

Menu

- Licensing Home Page
- Logout

Information Submitted


Your information has been submitted. Please print this page as your proof of submission.

Application Information
Date Submitted: 7 May 2017
Applicant Name: bob doe
Agency: KSBON
Process: Demographic Changes

[Print Receipt](#)

Interested in becoming a KS Emergency Volunteer?
Click [HERE](#) for more information.

When you are done printing you will want to click “Logout” from the menu.

Menu	Information Submitted
Licensing Home Page	Your information has been submitted. Please print this page as your proof of submission.
Logout 	
	Application Information
	Date Submitted: 7 May 2017
	Applicant Name: bob doe
	Agency: KSBON
	Process: Demographic Changes
	<input type="button" value="Print Receipt"/>
	Interested in becoming a KS Emergency Volunteer? Click HERE for more information.