



# NAME/ADDRESS CHANGE INSTRUCTIONS

**Loyola EMS System** requires that all EMS providers notify the System of changes in NAME or ADDRESS **within 10 days**. IDPH **Administrative Code** requires that the following licensees notify the Department (IDPH) of changes in NAME or ADDRESS **within 30 days**, including:

- EMTs
- Paramedics
- First Responders (notify IDPH within 10 days)
- Emergency Medical Dispatchers
- Pre-Hospital RNs
- Emergency Communication RNs

**Note to ECRNs/PHRNs:** Updating your name or address is **NOT** the same as doing so for your nursing license and must be done separately.

ECRN and PHRN licenses are through the Illinois Department of Public Health (IDPH); RN licenses are through the Illinois Department of Financial and Professional Regulation (IDFPR).

## NAME CHANGES

### STEP 1: Directly contact IDPH (required)

- Name changes must be processed directly with IDPH EMS Division.
  - You must submit a *legal document* verifying the name change.
  - Contact the IDPH Springfield office at 217.785.2080 or [DPH.EMTLIC@illinois.gov](mailto:DPH.EMTLIC@illinois.gov).

### STEP 2: Contact the LEMSS office

- To notify the System of your name change.
- Complete the LEMSS EMS Personnel Data Form ([loyolaems.com](http://loyolaems.com)), including **SSN (a state law)**, in its entirety and submit to:
  - The EMS Office (EMDs, FRs, EMTs, Paramedics, Lead Instructors)
  - Robert Franciere (ECRNs, PHRNs)

## ADDRESS CHANGES

### STEP 1: Online

- Go to <https://emslicensing.dph.illinois.gov/Clients/ILDOHEMS/Private/OnlineServices.aspx> and select "Update Address Information".
- Identify IDPH ID (license) number (on your IDPH license).
- Enter your new address.

### STEP 2: Contact the LEMSS office

- To notify the System of your address change.
- Complete the LEMSS EMS Personnel Data Form ([loyolaems.com](http://loyolaems.com)), including **SSN (a state law)**, with your new address and submit to:
  - The EMS Office (EMDs, FRs, EMTs, Paramedics, Lead Instructors)
  - Robert Franciere (ECRNs, PHRNs)

OR

### STEP 1: Contact the LEMSS office

- Complete the LEMSS EMS Personnel Data Form ([loyolaems.com](http://loyolaems.com)), including **SSN (a state law)**, with your new address and submit to:
  - The EMS Office (EMDs, FRs, EMTs, Paramedics, Lead Instructors)
  - Robert Franciere (ECRNs, PHRNs)
- The Loyola EMS System office will then submit your address change to IDPH.

## LOYOLA EMS SYSTEM CONTACT INFORMATION

*EMDs, FRs, EMTs, Paramedics, Lead Instructors:*

contact@LoyolaEMS.com  
Phone: 708-327-2547

*ECRNs, PHRNs:*

**Robert Franciere**  
Robert.Franciere@luhs.org  
Phone: 708-327-2722