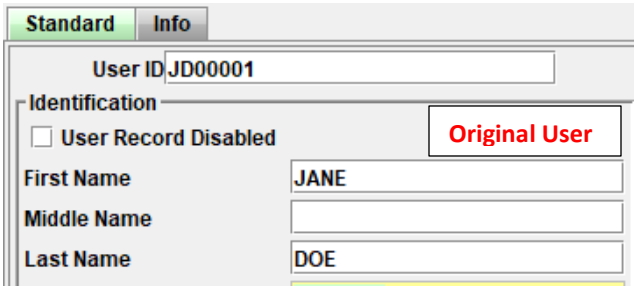
LEADS Daily Bulletin

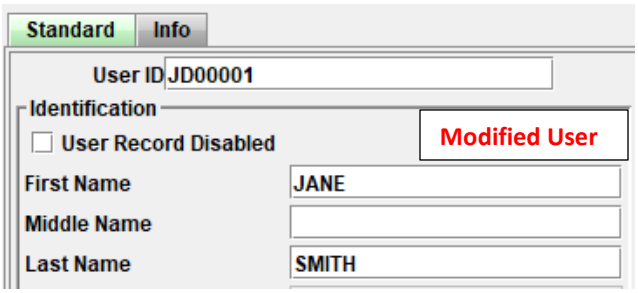
May 11, 2026

CHANGING A USER'S LAST NAME

If an agency has an employee who requires a last name change, the LAC must verify with legal documentation/ID showing the name change. After the LAC verifies the legal name change, a request should be sent to the ISP HelpDesk with the user's current name, LEADS user ID and the new legal name. Proof of the name change is not needed; the LAC's verification of the name change acceptable. NOTE - users cannot be removed or deleted from the system, last names can be modified - but the **User ID will remain the same**. See the example below:

Name: Jane Doe User ID: JD00001
New Name: Jane Smith User ID: JD00001





If you have any questions or need help please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date