Change of Address and Requesting a Duplicate Pocket Card

- An address change can be completed at any time. It is recommend you update your address before requesting a duplicate pocket card. There is no charge for an address change.

- Duplicate Pocket Cards can be requested for Active (non-expired) registrations. The fee for a duplicate pocket card is $17.

- Duplicate Pocket Cards are generated on the business day following the request, and are mailed out within 5-7 business days to the applicant’s mailing address via USPS.

Individual registrants Sign-In with their personal email address to access their profile. If you have never logged in before or have forgotten your password, click on “Can’t Login” and follow the steps to gain access to your TOPS profile.
Once logged in, click Manage Account, and select Change Contact Information

Enter the new physical/mailing address and/or phone number. Select Submit.
Select green button Return to My Profile

To request a duplicate pocket card
Select the My Registrations tab. Select the Actions button associated with the registration type for the duplicate pocket card you are requesting.

Select Request Duplicate Pocket Card
The registration type will be listed for the duplicate pocket card you are requesting. Select Next

Review the fees. After selecting Submit Application you will enter a common check out screen to submit your payment via credit card. Follow the prompts to submit your payment.
Once payment is complete the Confirmation page will show a receipt (this can be printed for record keeping). Select Exit to return to profile.