



# Division of Licensing Services

New York State  
Department of State  
Division of Licensing Services  
P.O. Box 22001  
Albany, NY 12201-2001  
Customer Service: (518) 474-4429  
www.dos.ny.gov

## CHANGE NOTICE

**INSTRUCTIONS:** Use this form to report a change to a *PERSONAL NAME*, *BUSINESS* or *RESIDENCE ADDRESS*. If you wish to receive a license/registration with your new name or address, you must submit a *Duplicate License/Registration Request*, form DOS-1508. Otherwise, you may print the new name and/or business address directly on your license. **Do not mail your license with this form.**

- Appraisal Management Companies, Appearance Enhancement and Barber Shop Businesses may submit a name change if business structure will not change.
- If you are submitting a change to your personal name, you must provide acceptable forms of proof. Acceptable forms of proof include: court order changing your name; marriage certificate or divorce decree; driver's license, or a non-driver's ID card; valid passport; or immigration documents. If a personal name change is the result of a change in marital status, the fee is not required.
- Submit a separate form for each license you are changing. Mail this form with a check or money order made payable to the NYS Department of State or charge the fee to MasterCard or Visa, using a Credit Card Authorization, form DOS-1450.

**A \$20 fee will be charged for any check returned by your bank.**

**Change of:** ☐ Business Name (Appraisal Management Company, Appearance Enhancement & Barber Shop **ONLY**)  
("X" only one) ☐ Personal Name  
☐ Business Address  
☐ Residence Address

**License/Registration Type:** ("X" only one) ☐ Appraisal Management Company (Owner/Controlling person name or personal address **ONLY**)

☐ Apartment Information Vendor/Sharing Agent ☐ Armored Car Guard ☐ Nail Specialty Trainee **FEE DUE: NONE**

☐ Appearance Enhancement Operator \* ☐ Barber Operator ☐ Security Guard

☐ Shop/Area Renter \* *For personal name change only. Address changes require a \$10.00 fee.*

☐ Appearance Enhancement Operator ☐ Private Investigator **FEE DUE: \$10.00**

☐ Appraisal Management Company  
(Business name or Business address **ONLY**) ☐ Real Estate Appraiser

☐ Bail Enforcement Agent ☐ Real Estate Broker/Salesperson \*For personal name change only. All other transactions must be performed through your eAccessNY account. A new license and photo ID card will automatically be issued for the license indicated below.

☐ Barber Operator

☐ Document Destruction Contractor ☐ Pet Cemetery

☐ Hearing Aid Business ☐ Security or Fire Alarm Installer

☐ Hearing Aid Dispenser ☐ Shop/Area Renter (Appearance Enhancement and Barber)

☐ Notary Public ☐ Watch, Guard or Patrol Agency

☐ Armored Car Carrier ☐ Central Dispatch Facility ☐ Home Inspector **FEE DUE: \$25.00**

☐ Athlete Agent ☐ Coin Processor ☐ Ticket Reseller

☐ Bedding ☐ Durable Juvenile Product Manufacturer ☐ Telemarketer

☐ Appearance Enhancement Business name change ☐ Barber Shop Business name change **FEE DUE: \$30.00**

UID/LICENSE NUMBER

EMAIL ADDRESS

NAME ON LICENSE (Last, First, M. I.) OR (AE BUSINESS NAME)

NEW NAME (Last, First, M. I.) OR (AE BUSINESS NAME)

NEW RESIDENCE ADDRESS (No. and Street required. P.O. Box may be added to ensure delivery) CITY/STATE/ZIP

COUNTY

NEW BUSINESS ADDRESS (No. and Street required. P.O. Box may be added to ensure delivery) CITY/STATE/ZIP

COUNTY

Print Name: \_\_\_\_\_ Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_