

INSTRUCTIONS FOR REQUEST FOR NAME AND/OR ADDRESS CHANGE

FEE DUE: \$10.00
FEE IS NON-REFUNDABLE

Please make note of the following instruction/documentation requirements for name/address changes:

You must list a complete Michigan physical office location on your license. A Post Office Box, telephone answering service, or out-of-state address or "in care of" changes will not be accepted.

Permanent ID Number is the 10 digit number in the lower left corner of your license.

Individuals adding a business name must submit a copy of your Certificate of Assumed Name filed with your county clerk authorizing you to conduct business under a name other than your own. **NOTE:** If more than one name appears on the certificate, even if the names are husband and wife, you will need to file an application to license the partnership. Your individual license cannot be transferred or used to operate the partnership.

Corporations and Limited Liability Companies must submit a copy of the Assumed Name Certificate or Amendment to the original Articles stamped "FILED" by the Bureau of Commercial Services, Corporation Division (517-241-6470).

Partnerships must submit a copy of the amended certificate of partnership. At least 2 of the original partners must be listed on the amended certificate of partnership to execute the change to an existing partnership license. It may be necessary for a partnership to file an application for a new license.

Note: If you have formed a new business, it will be necessary for the new business entity to obtain a separate license. You cannot transfer a license from one person or business to another. Contact the Builders Unit at 517-241-9254 if you need a new license application or additional information.

Please be sure to:

- Clearly complete all sections of the form.
- Enclose the required documentation for name change if applicable.
- Authorize your request with your signature.
- Enclose a check or money order for \$10.00.

The Rules for the Board of Residential Builders and Maintenance & Alteration Contractors require that any change to a license be reported within 30 days and that a new license be issued. Please complete the attached form and submit it along with any required documentation to the Builders Unit with the \$10.00 fee. Allow approximately 4 to 6 weeks for processing from date of receipt. You must be able to provide your Permanent ID Number and the date your payment was mailed when making an inquiry about your request.

Michigan Department of Labor & Economic Growth
 Bureau of Commercial Services
 Licensing Division
 BUILDERS UNIT
 P.O. Box 30245, Lansing, MI 48909
 517-241-9254
 www.michigan.gov/builders

REQUEST FOR NAME AND/OR ADDRESS CHANGE

AUTHORITY: P.A. 299 of 1980, as amended
 COMPLETION: Mandatory
 PENALTY: Failure to complete may result in denial of your application

TOTAL FEE DUE: \$10.00
FEE IS NON-REFUNDABLE

Check the type(s) of change(s) you are applying for:

ADDRESS CHANGE

Must provide updated paperwork for the following applicable to your license, showing your address has been updated on all legal documents.

- Individual: Certificate of Assumed Name (obtained from your local county clerk's office)
- Partnership: Certificate of Partnership (obtained from your local county clerk's office)

NAME CHANGE

Provide legal evidence of name change. See instruction page for further information.

This application is used to request a name and/or address change to your license. Return this request with your fee and any required documents.

DE	TYPE OR PRINT YOUR CHANGES IN BLACK INK:	
	Permanent ID Number from License	Social Security Number/Fed ID Number
	Name on Current License	
	New Name	New Telephone Number
	New Street Address	
	New City	State MI
	New Zip Code	
	Print Owner/Qualifying Officer Name	
	I certify that the requested name and/or address change is being made without fraudulent intent.	
	Signature of Owner (if sole proprietor) <u>or</u> Qualifying Office (if corporation/LLC/partnership)	Date
FEE PAYMENT INFORMATION		FOR OFFICE USE ONLY - VALIDATION
Name /Address Change Fee: \$10.00 (2100-32)		
Make your check or money order from a U.S. Financial Institution payable to:		
STATE OF MICHIGAN - BUILDERS		
FEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.		

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency. Information provided on this form may be released to the public in accordance with the Freedom of Information Act, P.A. 442 of 1976, as amended.