

**ENTITY OR BRANCH INFORMATION CHANGE FORM**

Use this form to make a change in address of record, mailing address, branch address, legal name, or DBA name for your entity. Please note that all contact information on this form may also be changed by the Designated Broker through our Licensee Login using the **Change Entity Information** option under your Quick Links.

This completed form must be accompanied by:

- 1) If you are changing your Entity Legal Name, include your Articles of Amendment stamped FILED by the Arizona Corporation Commission. An Entity Name Reservation Request must have been approved by ADRE in the past 90 days.
- 2) If you are changing your Entity DBA Name, an Entity Name Reservation Request must have been approved by ADRE in the past 90 days.
- 3) If updating your record location, Include the Notification Of Storage And Electronic Management Systems Form, if applicable.

No additional documents are required if changing your address of record, mailing address, or branch address. Once complete, this application and additional required documents should be submitted through our [Message Center](#) or [Licensee login](#).

**ENTITY INFORMATION**

Entity Legal Name:	Entity or Branch License Number:
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**TYPE OF CHANGE**

<input type="checkbox"/> Entity Legal Name	<input type="checkbox"/> Entity DBA Name	<input type="checkbox"/> Entity Other Information (Detail Below)
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**INFORMATION BEING CHANGED**

**Please complete only the sections that apply to the change that you are requesting.**

<input type="checkbox"/> Record storage on-site	<input type="checkbox"/> Record storage off-site or electronically	<input type="checkbox"/> Statutory Agent Update
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Entity Legal Name:	Entity DBA Name:
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Statutory Agent Name:
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Address of Record:
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City:	State:	ZIP:
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<input type="checkbox"/> Check here if the Mailing Address is the same as the Address of Record
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Mailing Address:
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City:	State:	ZIP:
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Email:	Phone:
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**APPLICANT ATTESTATION**

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at [azleg.gov](http://azleg.gov).

Applicant Signature:	Date:
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### Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

### Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

### Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.