



# 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.**

- 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 (Appearance Enhancement and Barber Shop **ONLY**)

("X" only one) Personal Name  
Business Address  
Residence Address

**License/Registration Type:** ("X" only one)

Apartment Information Vendor/Sharing Agent	Nail Specialty Trainee	<b>FEE DUE: NONE</b>
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Appearance Enhancement Operator	Barber Operator	Shop/Area Renter
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*For personal name change only. Address changes require a \$10.00 fee.*

Appearance Enhancement Operator	Private Investigator	<b>FEE DUE: \$10.00</b>
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Bail Enforcement Agent	Real Estate Appraiser
Barber Operator	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.

Document Destruction Contractor	Security or Fire Alarm Installer
Hearing Aid Business	Shop/Area Renter (Appearance Enhancement and Barber)
Hearing Aid Dispenser	Watch, Guard or Patrol Agency
Notary Public	
Pet Cemetery	

Armored Car Carrier	Bedding	Durable Juvenile Product Manufacturer	<b>FEE DUE: \$25.00</b>
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Armored Car Guard	Central Dispatch Facility	Home Inspector	Telemarketer
Athlete Agent	Coin Processor	Security Guard	Ticket Reseller

Appearance Enhancement Business name change	Barber Shop Business name change	<b>FEE DUE: \$30.00</b>
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\_\_\_\_\_  
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: \_\_\_\_\_