



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 **ONLY**)

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

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

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

Appearance Enhancement Operator	Private Investigator	FEE DUE: \$10.00
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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

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

Pet Cemetery

Armored Car Carrier	Bedding	Durable Juvenile Product Manufacturer	FEE DUE: \$25.00
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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	FEE DUE: \$30.00
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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: _____