

## **Instructions for Adding an Officer, Director, Shareholder (more than 10%), Member, etc. to a Current License**

To add an officer to a current license, please provide the following:

1. Corporate minutes adding person and minutes showing all current officers, directors, shareholders or members.
2. Completed and notarized [disclosure form](#).
3. 2 passport sized photos.
4. Copy of driver's license.
5. Proof of home address (utility bill, lease, or vehicle registration).