

Changing the Name of Your Company

For a Corporation, LLC, etc. Amending the Business Name or Adding an Assumed Name:

- You must first amend the name of the corporation or file the Assumed Name with The New York State Department of State.
- Fill out the [name change form](#).
- Provide a copy of the NYS Amended Filing Receipt if amending the business name or the Assumed Name Certificate Filing Receipt if adding an Assumed Name.
- Provide a current Certificate of Liability Insurance with the new business name and description of work you are licensed to perform in the Description of Operations Box. Certificates that expire within 30 days are not acceptable.
- Provide a current Certificate of Workman's Compensation Insurance on a U26 or 105.2 form; or if no employees, a Certificate of Attestation Exemption (CE-200) with the new business name. Certificates that expire within 30 days are not acceptable.
- There is no additional fee if you are submitting this Name Change Request with your Renewal Application. There is a \$110 fee (business check, certified check, or money order) if this Name Change Request is not made with your Renewal Application.

For a Business Certificate Filed with the Nassau County Clerk Amending the Business Name:

- You must amend the name with the Nassau County Clerk's office by filing an Amended Business Certificate.
- Fill out the [name change form](#).
- Provide a copy of the Amended Business Certificate.
- Provide a current Certificate of Liability Insurance with the new business name and description of work you are licensed to perform in the Description of Operations Box. Certificates that expire within 30 days are not acceptable.
- Provide a current Certificate of Workman's Compensation Insurance on a U26 or 105.2 form; or if no employees, a Certificate of Attestation Exemption (CE-200) with the new business name. Certificates that expire within 30 days are not acceptable.
- There is no additional fee if you are submitting this Name Change Request with your Renewal Application. There is a \$110 fee (business check, certified check, or money order) if this Name Change Request is not made with your Renewal Application.

For a Business Certificate Filed with the Nassau County Clerk Changing to a Corporation, LLC, etc:

- Fill out the [name change form](#).
- Provide a copy of the New York State Filing Receipt.
- Provide a current Certificate of Liability Insurance with the new business name and description of work you are licensed to perform in the Description of Operations Box. Certificates that expire within 30 days are not acceptable.
- Provide a current Certificate of Workman's Compensation Insurance on a U26 or 105.2 form; or if no employees, a Certificate of Attestation Exemption (CE-200) with the new business name. Certificates that expire within 30 days are not acceptable.
- There is no additional fee if you are submitting this Name Change Request with your Renewal Application. There is a \$110 fee (business check, certified check, or money order) if this Name Change Request is not made with your Renewal Application.

NOTE: If you form a new Corporation, LLC, or Business Certificate filed with the Nassau County Clerk, you cannot change the name on the license; you will need to apply with a new application.

You must file a **NAME CHANGE** if:

You have gone from a Business Certificate	to	an Amended Business Certificate filed with the County Clerk
Business Certificate	to	Corp, LLC, etc.
Corp, LLC, Ltd, etc.	to	an Amended Corp, LLC, etc.
Corp, LLC, Ltd, etc.	to	adding an Assumed Name
Corp, LLC, Ltd, etc.	to	removing an Assumed Name

You must file for a **NEW LICENSE** if:

You have gone from a Business Certificate	to	a new Business Certificate filed with the County Clerk
Corp, LLC, Ltd, etc.	to	a new Corp, LLC, etc.
Corp, LLC, Ltd, etc.	to	a Business Certificate filed with the County Clerk