

## Changing an Address on a Current License

### How to Change the Business Address

#### For Corporations, LLC etc:

1. Fill out the [address change form](#).
2. Provide a current Certificate of Business Liability Insurance with the new business address and description of work you are licensed to perform in the Description of Operations Box. Certificates that expire within 30 days are not acceptable.
3. Provide a current Certificate of Workman's Compensation Insurance on a U26 or 105.2 form; or if no employees, a current signed Certificate of Attestation Exemption (CE-200) with the new business address. Certificates that expire within 30 days are not acceptable.
4. Provide proof of address (utility bill, lease, or vehicle registration).
5. There is no additional fee if you are submitting this Address Change Request with your Renewal Application. There is a \$60 fee (business check, certified check, or money order), if this Address Change Request is not made with your Renewal Application and you would like a copy of your license.

#### For Business Certificates Filed with the Nassau County Clerk:

1. Fill out the [address change form](#).
2. You must amend your business certificate with the Nassau County Clerk's Office and submit a copy of the filed amendment.
3. Provide a current Certificate of Business Liability Insurance with the new business address and description of work you are licensed to perform in the Description of Operations Box. Certificates that expire within 30 days are not acceptable.
4. Provide a current Certificate of Workman's Compensation Insurance on a U26 or 105.2 form; or if no employees, a current signed Certificate of Attestation Exemption (CE-200) with the new business address. Certificates that expire within 30 days are not acceptable.
5. Provide proof of address (utility bill, lease, or vehicle registration).
6. There is no additional fee if you are submitting this Address Change Request with your Renewal Application. There is a \$60 fee (business check, certified check, or money order), if this Address Change Request is not made with your Renewal Application and you would like a copy of your license.

### How to Change the Home Address of an owner, principal, officer, member, manager or salesperson

#### For Corporations, LLC, etc:

1. Provide a copy of the driver's license with the new address.
2. Proof of address (utility bill, lease, or vehicle registration).

#### For Business Certificates Filed with the Nassau County Clerk:

1. You must amend your business certificate with the Nassau County Clerk's Office and submit a copy of the filed amendment.
2. Provide a copy of the driver's license with the new address.
3. Proof of address (utility bill, lease, or vehicle registration).