

**ADVICE OF CORRECTION**

Instructions: District Offices must submit this form to make changes in existing licenses. It is not signed or submitted by an applicant/licensee. It is used for most of the miscellaneous license reporting requirements where an application is not required, including:

- Transmittal of fees for Condition Modification/Removal
- Reporting changes in corporations, limited liability companies, or limited partnerships *that do not require an application*
- Reporting corrections to license information

Complete items as appropriate. If there are no fees involved, insert "N/A" in Items 2 & 3.

1. LICENSE NUMBER
2. RECEIPT NUMBER
3. FEE PAID

4. LICENSEE'S NAME	5. DOING BUSINESS AS (DBA)	6. DATE
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7. PREMISES ADDRESS (Street number and name, city, zip code)	8. DISTRICT OFFICE
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9. MAILING ADDRESS (Street number and name, city, state, zip code)	10. LICENSEE'S PHONE NUMBER (     )
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11. TYPE OF PENDING APPLICATION	12. DATE APPLICATION FILED	13. ACCUSATION PENDING <input type="checkbox"/> Yes <input type="checkbox"/> No	14. DOCUMENT EXPLAINING CHANGE ATTACHED <input type="checkbox"/> Yes      <input type="checkbox"/> No
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15. ACTION OR CHANGE	
a. <input type="checkbox"/> Corporate Change - Section 23405 (Attach ABC-243)	g. <input type="checkbox"/> DBA Change (Attach letter, if any, from licensee)
b. <input type="checkbox"/> LP Change - Section 23405.1 (Attach ABC-256)	h. <input type="checkbox"/> Premises Address Change by City or County (Attach letter from city or county)
c. <input type="checkbox"/> LLC Change - Section 23405.2 (Attach ABC-256-LLC)	i. <input type="checkbox"/> Name Change (Attach official document; e.g., certificate from Secretary of State, court order, marriage certificate)
d. <input type="checkbox"/> Condition Modification/Removal - Section 23803 (ABC-333 to follow to HQ H&L)	j. <input type="checkbox"/> Other _____
e. <input type="checkbox"/> Mailing Address Change (Attach letter, if any, from licensee)	
f. <input type="checkbox"/> Replacement of Lost License	

16. DETAILS OF CHANGE OR PAYMENT (e.g., annexation into city, fee for Code 8, etc.)

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17. RECOMMENDATION (Required for Items 15a-c only)	INVESTIGATOR'S SIGNATURE	DATE SIGNED
18. RECOMMENDATION (Required for Items 15a-c only)	SUPERVISOR'S SIGNATURE	DATE SIGNED

Distribution: Original to HQ Licensing (If fee, original to HQ Cashier with Transmittal);  
 Copy to HQ Hearing & Legal (If Item #13 is YES and Item #15e, g, h or i is checked)  
 Copy to District file