

**ADVICE OF CORRECTION**

This form is to be used for certain changes that need to be made to the licensee's information. It is used for most of the miscellaneous license reporting requirements where an application is not required, including:

- Reporting corrections to license information such as a change in DBA (doing business as) or entity name change
- Reporting a change of mailing address

Instructions: Complete items as appropriate. Items # 1, 4, 5, 7, 9 should be the licensee's current information before the change. When this form is completed, it must be submitted to the District office.

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

4. LICENSEE'S NAME		5. DOING BUSINESS AS (DBA)		6. DATE	
7. PREMISES ADDRESS (Street number and name, city, zip code)				8. DISTRICT OFFICE	
9. MAILING ADDRESS (Street number and name, city, state, zip code)				10. LICENSEE'S PHONE NUMBER	
11. TYPE OF PENDING APPLICATION		12. DATE APPLICATION FILED		13. ABIS UPDATED	
				UPDATED BY (INITIALS) Yes      No      _____	
				14. DOCUMENT EXPLAINING CHANGE ATTACHED	
				Yes      No	

15. ACTION OR CHANGE

- Name Change (Attach official document; e.g., certificate from Secretary of State, court order, marriage certificate)
- DBA Change (Attach letter, if any, from licensee)
- Premises Address Change by City or County (Attach letter from city or county)
- Mailing Address Change
- Replacement of License Certificate (This is a non-refundable fee)
- Other

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

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

*Distribution: Original to HQ Licensing (If replacement of license certificate, original to HQ Cashier with Transmittal);  
Copy to District file*