

INSTRUCTIONS FOR CHANGE IN LICENSEE INFORMATION/LICENSED PREMISES, FORM ABC-244

Item 1 (License Number) – Enter California ABC license number, if applicable.

Item 2 (Licensee's Name) – List the name of the applicant. If the applicant is an individual, list first name, middle name (if applicable), then last name. For a general partnership, list the name of each individual partner. For a limited partnership, limited liability company, or a corporation, list the full name of the entity.

Item 3 (Doing Business As (DBA)) - Enter the fictitious business name.

Businesses located outside California: Fictitious Business Name Statements are filed in Sacramento County with the County of Sacramento Department of Finance, Tax Collection and Licensing, 700 H Street, Room 1710, P.O. Box 1703, Sacramento, CA 95814. Ph. (916) 874-6644. Website: Sacramento County Website.

Businesses within California: Fictitious Business Name Statements are filed in the county of your principal place of business.

Item 4 (Premises Address) – Enter the street address where the license is located. Do not list a post office box number. If license Type 14 Public Warehouse, the premises address must match the address listed under the Public Warehouse. Do not include space number within warehouse.

Item 5 (District Office) – Enter the ABC District Office that has jurisdiction over the license.

Item 6 (Business Mailing Address) – Enter the address where you wish to receive mail. May be different from the premises address. Business and mailing addresses are public information and are available to the public. Please consider this, especially when listing a mailing address.

Item 7 (Licensee's Phone Number) – Enter the telephone number of the designated contact person.

Item 8 (Licensee's Email Address) – Enter the email address of the designated contact person.

Item 9 (Action or change) – Select the Action or Change that applies to your request. Required documents, [forms](#), and [fees](#) for each action are listed.

- a) Corporate Change – Section 23405
 - Fee for corporate update
 - ABC-244
 - ABC-243
 - ABC-140
 - ABC-208-A
 - State-issued identification, driver's license, or passport
 - Copy of minutes
 - Copy of stock register
- b) Limited Partnership Change – Section 23405.1
 - Fee for corporate update
 - ABC-244
 - ABC-256
 - ABC-140
 - ABC-208-A
 - State-issued identification, driver's license, or passport
 - Copy of amended limited partnership agreement
 - Copy of LP2, amendment to certificate of limited partnership

**INSTRUCTIONS FOR CHANGE IN LICENSEE INFORMATION/LICENSED PREMISES, FORM ABC-244
(continued)**

- c) Limited Liability Company Change – Section 23405.2
 - Fee for corporate update
 - ABC-244
 - ABC-256-LLC
 - ABC-140
 - ABC-208-A
 - State-issued identification, driver's license, or passport
 - Copy of amended written operating agreement
- d) Conditional Modification/Removal – Section 23803 (Utilize ABC-333-C for approvals)
 - Fee for condition modification
 - ABC-244
 - Copy of existing conditions
 - Letter describing the conditions to be removed or modified
 - Copy of approval from city or county, if applicable
- e) Premises Expansion – Section 24072
- f) Change in Premises Designation – Rule 64.2
 - ABC-244
 - ABC-253
 - ABC-257
 - ABC-258 or 259
- g) Other – Type of action or change

Item 10 (Details of Change) – Brief description outlining specifics of action or change.

Item 11 (Signature) – One person may sign on behalf of the applicant or the transferor. This must be the individual, a partner, corporate officer, limited liability company member or managing member. Followed by the printed name, title and date.