



## NOTICE OF LICENSEE NAME CHANGE

Pursuant to 14 CCR § 1023.1, a license is not transferable, which means a license cannot be transferred between individuals, corporations, LLCs, LLPs, or partnerships. If the licensee intends to operate as a separate entity, the next step is to submit a new application to the LTO program for the new entity.

For type-A (Full Commercial) licenses, the applicant is responsible for updating the name of the insured on the certificate of liability to reflect the new entity. **An insurance certificate must be included with the new application.**

A Notice of Licensee Name Change form applies to an individual or fictitious entity updating the name to appear on their license to the business name under which the individual or fictitious entity will be operating. The reverse situation also applies, changing the name to appear on the license from the business the individual or fictitious entity was operating under, back to the individual or fictitious entity name.

**Examples:**

Moving from John Smith to *John Smith DBA John Smith Logging*.  
 or  
 Moving from John Smith Logging back to *John Smith*.

Moving from ABC Inc to *ABC Inc DBA ABC Timber Logging*.  
 or  
 Moving from ABC Timber Logging back to *ABC Inc*.

CURRENT NAME TO APPEAR ON THE LICENSE (LICENSEE)	LICENSE #
NEW NAME TO APPEAR ON LICENSE <i>(Can be listed as: Individual, Business, Firm, Corporation, Partnership, etc.)</i>	
PRINT NAME OF APPLICANT <i>(Must be real party-in-interest previously listed on license application)</i>	TITLE
SIGNATURE OF APPLICANT	DATE

*This form must be sent to our office via mail or e-mail before the information can be updated. Contact our program office with any questions or concerns.*

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