



Instructions: To report changes to your business name, business ownership type, and/or address(es) review the instructions on page two and complete the appropriate section(s) below and return to the California Department of Fish and Wildlife’s License and Revenue Branch by one of the following methods:

Mail: 1740 N. Market Blvd., Sacramento, CA 95834; **Fax:** (916) 419-7584; **E-Mail:** Agent@wildlife.ca.gov

SECTION I – CURRENT INFORMATION	
Current Agent Name	Agent ID
Current Outlet Name	Outlet ID

SECTION II - CHANGE OF BUSINESS NAME	<input type="checkbox"/> Agent Name	<input type="checkbox"/> Outlet Name	<input type="checkbox"/> Both Agent and Outlet
New Agent Name <small>(Attach Updated Business Documentation)</small>			
New Outlet Name			

SECTION III - CHANGE OF BUSINESS OWNERSHIP TYPE <small>(Attach Updated Business Documentation)</small>	
Previous Ownership Type	New Ownership Type
Owner’s First Name	Last Name

SECTION IV - CHANGE OF ADDRESS	<input type="checkbox"/> Agent Address	<input type="checkbox"/> Outlet Address	<input type="checkbox"/> Both Agent and Outlet
Check all that apply: <input type="checkbox"/> Business <input type="checkbox"/> Mailing <input type="checkbox"/> Shipping <input type="checkbox"/> Billing	Previous Address		
	City	State	Postal Code
	New Address		
	City	State	Postal Code
Check all that apply: <input type="checkbox"/> Business <input type="checkbox"/> Mailing <input type="checkbox"/> Shipping <input type="checkbox"/> Billing	Previous Address		
	City	State	Postal Code
	New Address		
	City	State	Postal Code

SECTION V – SIGNATURE AUTHORIZING ACCOUNT CHANGES <small>(Must be an existing owner or contact on file)</small>		
Print First Name	Print Last Name	
Signature	Date	



Section I – Current Information: Enter your Agent/Outlet Name and Agent/Outlet ID currently on file with the California Department of Fish and Wildlife.

Section II – Change of Business Name: Complete this section if your business name has changed ^{or} which name has changed your Agent Name (legal business name as reported to the Internal Revenue Service), Outlet Name (and location) or both. If your Legal Business Name changed you will need to submit supporting business documentation, such as, Articles of Incorporation or Organization, Business License, Fictitious Name Certificate or Certificate of Assumed Name.

Section III – Change of Business Ownership Type: Complete this section if your business ownership type changed (ex: sole proprietor to corporation). If your Business Ownership Type has changed you will need to submit supporting business documentation as listed under the corresponding ownership type:

❖ **Sole Proprietor**

- If applicable, the Fictitious Name Certificate or Certificate of Assumed Name or the Business License.

❖ **Partnership or Limited Partnership (LP)**

- Partnership Agreement (if there is no agreement, obtain a statement stating so with all partners' signatures) or filed Limited Partnership Agreement.
- If applicable, the Fictitious Name Certificate or Certificate of Assumed Name or the Business License.

❖ **Corporation or Limited Liability Company (LLC)**

- Articles of Organization or Operating Agreement (LLC Only)
- Articles of Incorporation or a Certificate of Good Standing (Corporations Only)
- If applicable, the Fictitious Name Certificate or Certificate of Assumed Name or the Business License.

Section IV - Change of Address: Complete this section if any of the following addresses for your business and/or outlet location have changed:

- ❖ **Business Address:** the physical location of your business and/or outlet location.
- ❖ **Mailing Address:** the US Postal Service (USPS) mailing address for your business and/or outlet location.
- ❖ **Shipping Address:** the non-USPS shipper (UPS, FedEx, etc.) address used for your business and/or outlet location.
- ❖ **Billing Address:** the address where your accounts payable/accounts receivable mail should be sent.

Section V – Signature Authorizing Account Changes: In order for the California Department of Fish and Wildlife to update the information on your account, the information must be approved by an existing owner and/or contact. Please provide the name and signature of the person authorizing us to make the changes listed in Sections II-IV.