



Instructions: License Agents are required to report business changes and closures to the California Department of Fish and Wildlife (CDFW) prior to the change occurring. To report a business change on your License Agent Account, complete the appropriate section(s) below and submit this form with any required documentation (listed on page two) by one of the following methods:

1. Log in to Agent Services www.ca.wildlifelicense.com/AgentServices and select the Upload File tab.
2. For all other options, contact a CDFW Agent Account Representative at (916) 902-9292.

SECTION I: CURRENT ACCOUNT INFORMATION

Agent Name	Agent ID #
Outlet Name	Outlet ID #

SECTION II: BUSINESS NAME CHANGE (Attach Updated Business Documentation)

New Agent Name
New Outlet Name

SECTION III: TYPE OF BUSINESS CHANGE (Attach Updated Business Documentation and W-9)

Previous Ownership Type (Select One)	New Ownership Type (Select One)
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership or LP <input type="checkbox"/> LLC <input type="checkbox"/> INC	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership or LP <input type="checkbox"/> LLC <input type="checkbox"/> INC

SECTION IV: CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Select all that apply: Physical Mailing Shipping Billing **Effective Date:**

Current Address		Current Telephone Number
City	State	Zip Code
New Address		New Telephone Number
City	State	Zip Code

SECTION V: SIGNATURE AUTHORIZING CHANGES (Must be an existing owner or contact on file)

Owner or Contact Name	Email	Telephone Number
Signature	Date	



Section I – Current Account Information: Enter your current Agent Name and Agent ID Number and the corresponding Outlet Name and Outlet ID Number (if applicable) for the account requiring the change or closure notification. This section must be completed to proceed with any changes listed in Section II-V.

Section II – Business Name Change: Complete this section only if your business name (Agent Name) and/or sales location (Outlet Name) has changed. If your legal business name, as reported to the Internal Revenue Service (IRS) has changed, you will need to submit the appropriate supporting Business Documentation listed below.

Section III – Type of Business Change: Complete this section only if your business ownership type has changed (ex: sole proprietor to corporation). Enter the Previous Ownership Type and the New Ownership Type for the Agent Name and Agent ID (listed in Section I) **and** submit an updated IRS W-9 form and the appropriate supporting Business Documentation listed below.

Business Documentation

- ❖ **Sole Proprietor:** Submit a copy of your Business License, Seller's Permit, Fictitious Name Certificate, or Certificate of Assumed Name.
- ❖ **Partnership or Limited Partnership (LP):** Submit a copy of one of the business documents listed under Sole Proprietor **and** your Partnership Agreement or Limited Partnership Agreement. If there is no agreement, obtain a statement stating so with all partners' signatures.
- ❖ **Corporation or Limited Liability Company (LLC):** Submit a copy of your Articles of Organization, Articles of Incorporation, or Operating Agreement (LLC Only).

Section IV - Change of Address and/or Telephone Number: Complete this section if any of the following addresses and/or telephone number for your Agent and/or Outlet (listed in Section I) is changing. Select the Type of Address (descriptions below), enter the Effective Date of the change, the Current Address and/or Telephone number and the New Address and/or Telephone Number.

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

Section V – Signature Authorizing Account Changes: To update the information on your License Agent Account, the information must be approved by an existing owner and/or contact on file with the CDFW. Enter the Owner or Contact Name, Email Address, Telephone Number, Signature, and Date of the person authorized to make the changes listed in Sections II-IV.