



TENNESSEE MOTOR VEHICLE COMMISSION  
 500 JAMES ROBERTSON PARKWAY, 5<sup>TH</sup> FLOOR  
 NASHVILLE, TN 67243-1153  
 PHONE 615.741.2711  
 FAX 615.741.0651  
 tn.gov/commerce/section/motor-vehicle

## BUSINESS NAME CHANGE

**NOTE: A CHANGE IN OWNERSHIP STRUCTURE (SOLE PROPRIETORSHIP, CORPORATION, LLC, LLP, OR LP), OR A CHANGE IN LOCATION, REQUIRES THE LICENSEE TO COMPLETE THE APPLICATION PROCESS IN ITS ENTIRETY.**

FORMER NAME OF LICENSEE	LICENSE TYPE	LICENSE NUMBER
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**NEW NAME**

BUSINESS NAME (Sole Proprietorship/Partnership/Corporation/LLC/LLP/LP)			
TRADE NAME (DBA or ASSUMED NAME)			
CELL PHONE (     )	BUSINESS PHONE (     )	FAX NUMBER (     )	EMAIL ADDRESS
LOCATION ADDRESS (PHYSICAL ADDRESS)	CITY/STATE	ZIP	COUNTY
MAILING ADDRESS (If different, the mailing address must be in the same county)	CITY/STATE	ZIP	COUNTY

SIGNATURE OF AUTHORIZED DESIGNEE/OWNER	DATE
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**THE FOLLOWING ATTACHMENTS MUST BE PROVIDED TO THE COMMISSION BEFORE YOUR REQUEST WILL BE PROCESSED. YOU WILL NOT BE ABLE TO ENGAGE IN BUSINESS USING YOUR NEW NAME OR OPERATING AT YOUR NEW LOCATION UNTIL YOUR NEW LICENSE HAS BEEN ISSUED.**

- SURETY BOND RIDER REFLECTING THE NEW NAME, ADDRESS AND EXPIRATION DATE, EXACTLY
- CERTIFICATE OF LIABILITY INSURANCE REFLECTING THE NEW NAME AND ADDRESS, EXACTLY
- COPY OF NEW STATE SALES TAX CERTIFICATE OF REGISTRATION
- COPY OF NEW COUNTY BUSINESS TAX LICENSE WITH NAME CHANGE OR NEW ADDRESS (IF APPLICABLE)
- COPY OF NEW CITY TAX LICENSE WITH NAME CHANGE OR NEW ADDRESS (IF APPLICABLE)
- COPY OF NAME CHANGE REQUEST TO SECRETARY OF STATE'S OFFICE (IF CORPORATION, LLC, LLP or LP)
- UPDATED COPY OF CORPORATE OFFICERS, DIRECTORS, OR LLC, LLP OR LP (PAGE 2 OF THE DEALER APPLICATION)
- PHOTO OF BUSINESS SIGN REFLECTING THE NEW NAME (MUST BE ON 8.5 X 11 PAPER OR AFFIXED TO AN 8.5 X 11 SHEET OF PAPER)
- FEE OF \$400.00

DATE SUBMITTED
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