Report Address Change

To ensure you receive license certificates, renewals and notifications from the Board, you must notify the Board of any address change. Note: Mail from the “State of Tennessee” is not forwarded by the U.S. Postal Services!

Rule 0680-01-.08 CHANGE OF ADDRESS OF OFFICERS.
A licensee shall notify the office of the Board in writing within thirty (30) days of any change of address. Failure to do so could result in a civil penalty outlined in Rule 0680-01-.19.

TENNESSEE BOARD FOR LICENSING CONTRACTORS
ADDRESS CHANGE REQUEST

<table>
<thead>
<tr>
<th>Type of License:</th>
<th>__Contractor</th>
<th>__Home Improvement</th>
<th>__LLE</th>
<th>__LLP</th>
</tr>
</thead>
</table>

License ID#: 000________

Name
On License: ____________________________________________________________

Old Address: ____________________________________________________________

New Mailing Address ____________________________________________________

(Include “Physical Address” if listing a P.O. Box)

(City) (State) (Zip)

Phone# (______) ______-________ Fax# (______) ______-________ Cell# (______) ______-________

Email Address: _________________________________________________________

From: _________________________________________________________________

(Print Name of Authorized Owner or Officer)

Mail to: 500 James Robertson Pkwy., Nashville, TN 37243-1150; or
Fax: (615) 532-2868; or Email: Contractors.Home-Improvement@TN.Gov

This form has been developed for your convenience to report a change of address; however, the Board will accept any written notice by letter, email or fax. For more information, you may contact the Board’s office at 800-544-7693.

Register online to receive important email notifications relative to law changes and newsletters