

## **BUSINESS CHANGE LICENSING REQUIREMENTS**

1. An Application for Business License (OBL237) with types of change(s) marked. Application must be completed in full and signed by current principal of the business.
2. An updated Personal History Questionnaire (PHQ) (OBL242) shall be completed by each current principal of the business listed on the license application, if the current principal's last PHQ submitted is one year old or older. When adding a new principal, an original PHQ is required.

### **ADDING A PRINCIPAL**

1. One full set of fingerprints, for each new principal of the business. Not required for all types of businesses, contact your local Occupational and Business Licensing section. Applicants must be fingerprinted by an authorized Department representative or law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency. DUI and Traffic Safety schools are excluded from this requirement.
2. DPS Civil Applicant Waiver (OBL256) completed and signed by each applicant.
3. Fingerprint processing fees: \$36.25.
4. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the Nevada Secretary of State's Office, if applicable.
5. A bond rider is required when the business is owned by an individual, or as a partnership.
6. Each principal of the business must be listed on the bond. However, only one of listed principals need sign the bond. DUI and Traffic Safety schools are exempt from this requirement.

### **CHANGE OF BUSINESS NAME OR PHYSICAL ADDRESS**

1. A bond rider to the surety bond showing the new business name and/or physical address.
2. An Insurance certificate showing the new business name and/or physical address. See insurance information sheet (OBL273) for coverage requirements. DUI, Traffic Safety and Communications Technology Drive Schools are exempt from this requirement.
3. There is no charge for business name and/or address change.
4. City or County business license showing new business name and/or physical address.
5. Fictitious Firm Name Filing.
6. Dealer Franchise Certification (OBL253) noting change. (Dealers only)

### **CHANGE OF BUSINESS NAME OR PHYSICAL ADDRESS (continued)**

7. Permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. Sign must be clearly legible from the center of the nearest street or roadway. Schools are exempt from this requirement.
8. Two color photographs that clearly show the exterior of the business to include the display sign.
9. A site inspection conducted by the Department.
10. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the Nevada Secretary of State's Office, if applicable.

### **REMOVING A PRINCIPAL**

1. The requirements to remove a principal depend upon the business structure. Business Structures:
  - A. Corporation or a limited liability corporation and a corporate officer is being removed, the documents that must be submitted are the current list of principals, managers, and/or members and a current certificate of good standing.
  - B. Limited liability partnership or a partnership, a notarized letter signed by the principal being removed stating that they are relinquishing their interest in the business or that they wish to be removed from the license.
  - C. Individual, the business must go out of business.
2. If the business structure is a limited liability partnership or a partnership, a new bond or bond rider is required listing the business principals and the business name (DBA.)
3. If the business structure is a limited liability partnership or a partnership, a new city license is required.