



**REQUEST FOR CHANGE OF ADDRESS**  
**FEE \$25**

**ALL FIELDS MUST BE TYPED OR PRINTED**

In accordance with Section 8613 of the Structural Pest Control Act notice is hereby given to the Structural Pest Control Board to change the address of record for:

| FOR BOARD USE ONLY |           |
|--------------------|-----------|
| Cashiering No.     |           |
| Date Processed     | Check by: |

| PRINCIPAL OFFICE [ ]   |  |  |  | BRANCH OFFICE [ ] |  |  |  |
|--|--|--|--|-------------------|--|--|--|
| Company Name:  |  |  |  |                   |  | Principal/Branch Office Registration No. |  |
| Former Address: <small>Building Number Street Name Unit Number City State</small>                |  |  |  |                   |  | Phone No.<br>( )                         |  |
| New Physical Address: <small>Building Number Street Name Unit Number City State Zip Code</small> |  |  |  |                   |  |  |  |
| Mailing Address: <small>Building Number Street Name Unit Number City State Zip Code</small>      |  |  |  |                   |  |  |  |

Is the principal or branch office located in a commercial building or residence?  COMMERCIAL BUILDING  RESIDENCE

Is the principal or branch office clearly marked, or to be marked by a sign designating the business therein?  YES  NO

**ATTACH WALL CERTIFICATE FOR PRINCIPAL OR BRANCH OFFICE REGISTRATION ONLY.**

Do not send wall licenses of individuals.

List all licenses affected by this change. Attach a separate sheet if additional space is needed.

| License No. | Name |
|-------------|------|
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A **sole owner** must sign this application personally. A **partnership** application must be signed by each partner.  
 A **corporate** application must be signed by an officer of the corporation, a shareholder, and each qualifying manager.

| Print Name | Original Signature | Title | Date |
|------------|--------------------|-------|------|
|            |                    |       |      |
|            |                    |       |      |
|            |                    |       |      |
|            |                    |       |      |
|            |                    |       |      |

## **NOTICE ON COLLECTION OF PERSONAL INFORMATION**

### **Collection and Use of Personal Information**

The Structural Pest Control Board of the Department of Consumer Affairs collects the personal information requested on this form as authorized by the Information Practices Act. The Structural Pest Control Board (Board) uses this information to update the address of record for the submitting company in accordance with Business and Professions Code Section 8613.

### **Mandatory Submission**

Submission of the requested information is mandatory. The Structural Pest Control Board will not process your request for change of address unless you provide all of the requested information.

### **Access to Personal Information**

You may review the records maintained by the Structural Pest Control Board that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

### **Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

### **Contact Information**

For questions about this notice or access to your records, you may contact: The Structural Pest Control Board at 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815, by phone at (916) 561-8704, or by email at [pestboard@dca.ca.gov](mailto:pestboard@dca.ca.gov).

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).