

INSTRUCTIONS FOR APPLICATION AMENDMENT REQUESTS AND REQUIRED SUPPORTING DOCUMENTATION

REQUESTED AMENDMENT	INSTRUCTIONS/STEPS
All Amendments	<p><u>Read these Instructions first for all Amendment Requests:</u></p> <ol style="list-style-type: none"> 1. Submit the Amendment Form (AF) to DCR in person and sign (Majority owner or owners are required to sign the AF). 2. DCR will review the AF to ensure that the ownership and business information in the AF coincides with the application record in Accela. 3. If additional owners' signatures are required, DCR will hold the AF until sufficient owners have signed the AF. 4. DCR will assess if the amendment request can be processed. If amendment can't be processed, DCR will notify the applicant. 5. If amendment can be processed, DCR will email an invoice for the requested changes and any additional instructions. 6. Pay the Amendment Fee at the Office of Finance. <p>Specific instructions for each amendment type are continued in the table below:</p> <p align="center">**DO NOT MAKE CHANGES WITH THE STATE LICENSING AGENCIES OR WITH THE SECRETARY OF STATE UNTIL DIRECTED BY DCR**</p>

REQUESTED AMENDMENT	INSTRUCTIONS/STEPS	REQUIRED SUPPORTING DOCUMENTATION	REQUIRES USER PROFILE?	FEE
<ul style="list-style-type: none"> • Premises Relocation* • Business Address Update • New Mailing Address <p>*Currently not allowed</p> <p><u>Notes:</u> Includes changing an address within the same site; expanding or relocating into another suite</p>	<ol style="list-style-type: none"> 7. Applicant submits Lease Agreement to DCR. 8. DCR issues Local Authorization Letter. 9. Applicant submits the Local Authorization Letter to the State Agencies to update provisional licenses. 10. Applicant files Statement of Information with the Secretary of State for the requested amendments. 11. Applicant submits supporting documents to DCR. 	<ul style="list-style-type: none"> • Lease Agreement • Premises Diagram • Radius Map (if relocating to a different site) • Copies of the provisional license(s) from the State agencies which reflect the new location, including any new unit numbers. • Copy of the filed Statement of Information (SI-550/ LLC-12). 	No	\$1,700
<p>Legal Entity Name Change*</p> <p>*The Legal Entity Number must remain the same (i.e. Sale or transfer of a license or temporary approval is prohibited)</p>	<ol style="list-style-type: none"> 7. Applicant files Amendment to Articles of Organization/Incorporation with the State (refer to the Secretary of State website) https://www.sos.ca.gov/business-programs/business-entities/forms/ 8. Applicant submits copy of filed Amendment to Articles of Organization/Incorporation to DCR. 9. DCR issues Local Authorization Letter. 10. Applicant submits Local Authorization Letter to the State Agencies to update provisional licenses. 11. Applicant submits supporting documents to DCR. 	<ul style="list-style-type: none"> • Copy of filed Amended Articles of Organization (Form LLC-2)/Incorporation (Form AMDT-STK-NA). • Copies of the provisional licenses from the State agencies which reflect the new legal entity name. • Copy of filed US Income Tax Return indicating name change (S-Corporations and C-Corporations – Form 1120; Partnerships and Sole proprietorships – Form 1120 S); or copy of signed Notification to the IRS notifying them IRS of name change 	No	\$1,700

REQUESTED AMENDMENT	INSTRUCTIONS/STEPS	REQUIRED SUPPORTING DOCUMENTATION	REQUIRES USER PROFILE?	FEE
Entity Conversion	<ol style="list-style-type: none"> 7. Applicant files document/form with the Secretary of State: https://www.sos.ca.gov/business-programs/business-entities/conversion-information/ 8. Applicant submits copy of filed documents to DCR. 9. DCR issues Local Authorization Letter. 10. Applicant submits Local Authorization Letter to the State Agencies to update provisional licenses. 11. Applicant submits supporting documents to DCR. 	<ul style="list-style-type: none"> • Copy of filed Articles of Incorporation with Statement of Conversion; Articles of Organization – Conversion; Statement of General Partnership Authority – Conversion; Certificate of Limited Partnership – Conversion. • Copies of the provisional licenses from the State agencies which reflect the converted legal entity. • Approval from the Office of Finance to transfer tax history from the converting entity to the converted entity. 	Yes	\$1,700
Fictitious Business Name Change	<ol style="list-style-type: none"> 7. DCR issues Local Authorization Letter. 8. Applicant submits the Local Authorization Letter to the appropriate State Agencies to update State records. 9. Applicant submits supporting documents to DCR. 	<ul style="list-style-type: none"> • Fictitious Business Name Statement filed with the Los Angeles County Registrar – Recorder’s Office. • Copies of the provisional licenses from the State agencies which reflect the converted legal entity. 	No	\$1,700
<p>Ownership Changes</p> <p>Simple changes involve individuals who are not associated with a legal entity</p> <p>Regular and complex changes involve legal entities (LLCs, Corporations)</p>	<p>Include the required supporting documents when submitting the AF to DCR.</p>	<ul style="list-style-type: none"> • Copy of the filed Statement of Information (SI-550/ LLC-12). • Copy of filed Amended Articles of Organization (Form LLC-2)/Incorporation (Form AMDT-STK-NA). • Ownership and Financial Interest Holder Disclosure Form for all Legal Entities which are application owners (20% or more ownership) and financial interest holders (less than 20% ownership). • Copy of notification to the appropriate State Agencies. 	Yes	<p>\$2,015 (Simple)</p> <p>\$4,030 (Regular)</p> <p>\$8,059 (Complex)</p>
Add, remove or update a contact information.	<p>These updates can be performed by the user. New individuals (managers, agents/agencies for service) will need to be linked to the record by DCR after the individual creates their profile in Accela.</p>		Yes – New contacts	No Charge