

Steven Bellone  
Suffolk County Executive



Frank Nardelli  
Commissioner

**SUFFOLK COUNTY DEPARTMENT OF LABOR, LICENSING & CONSUMER AFFAIRS**

P.O. Box 6100, Hauppauge, NY 11788-0099 (631) 853-4600 FAX (631) 853-4825

**CHANGE OF LICENSING RECORDS**

Name: \_\_\_\_\_

License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Privacy Act Statement**

Pursuant to the Federal Privacy Act of 1974, as amended, the disclosure of Social Security numbers for applicants is mandatory and is required by 42 USCS § 666(a)(13), New York State General Obligation Law § 3-503, and Suffolk County Law § 563.5 and/or SCC 239, and/or sec 275-3A, and/or SCC 313-18A, and/or SCC 361-3A and/or SCC 391, and/or SCC 460-5, and/or SCC 483. Such numbers disclosed on the application are requested for the administration of Title IV-D of the Social Security Act (Child Support Enforcement Act) and related provisions of State law. Such numbers will be used by the Department of Labor, Licensing, & Consumer Affairs to facilitate application processing and to maintain a uniform system of identifying applicants.

**PLEASE CHECK AND FILL IN APPROPRIATE AREA:**

Home Address: \_\_\_\_\_

Home Telephone # \_\_\_\_\_

New Business Name: \_\_\_\_\_

New Business Address: \_\_\_\_\_

New Business Telephone # \_\_\_\_\_

Additional Business Name: \_\_\_\_\_

Remove a Business Name: \_\_\_\_\_

Remove a location \_\_\_\_\_

Change of Corporate Officers or Partnership: \_\_\_\_\_

Lost or Damaged I.D. Card/License Certificate: \_\_\_\_\_

**WHEN CHANGING THE BUSINESS NAME, ALL NECESSARY DOCUMENTS MUST ACCOMPANY THIS FORM: INSURANCE CERTIFICATE, BUSINESS CERTIFICATE OR CORPORATE PAPERS (STATE FILING RECEIPT AND SEALED MINUTES LISTING CORPORATE OFFICERS).**

- **THERE IS A \$25.00 FEE TO CHANGE YOUR BUSINESS NAME (Check or Money Order Only)**
- **THERE IS A \$25.00 FEE TO REPLACE YOUR I.D./CERTIFICATE**
- **PLEASE CALL (631) 853-4599 IF YOU REQUIRE ANY ASSISTANCE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date