

PHOENIX OFFICE  
1700 W. WASHINGTON ST. SUITE 105  
PHOENIX, ARIZONA 85007-2812  
(602) 542-1525 OR AZ TOLL-FREE  
1-877-MY AZROC (1-877-692-9762)



## ARIZONA REGISTRAR of CONTRACTORS

*Katie Hobbs, Governor*

*Jeff Fleetham, Director*

### NAME CHANGE REQUEST

**Changing Business Entity Name** - If you are changing your entity name this change will affect each of your licenses and there is a single \$30 fee to make this change.

- If the company is an LLC or Corporation, please ensure the name change was approved with the Arizona Corporation Commission prior to submitting this form to the Registrar.

**Adding/Changing DBA** - Only one DBA can be on file per license.

- If you are adding or changing a DBA and want the DBA to appear on:
  - All of your licenses, then list all license numbers below and submit one \$30 fee.
  - Only one or certain license(s), please note which license number this DBA should be applied to below and submit one \$30 fee.
- If you would like a different DBA for each individual license, then you must submit separate forms for each license and pay the \$30 fee per license being changed.

\*\*\*This Request may be completed by logging in to your Portal Account and submitting it online or you can mail this completed form to AZ ROC Licensing, P.O. BOX 6748, Phoenix, AZ 85005-6748.\*\*\*

**Bond Requirements** - All name changes must be accompanied by a bond rider from the surety bond company amending the principal name for each license for which you have requested the name change.

- If a certificate of deposit is held in lieu of a surety bond, please use Form RC-L-293 (Name Change Request for Certificate of Deposits) instead of this form.

PLEASE TYPE OR PRINT IN INK:

I hereby request the name of my business to be changed for License Number(s) (list all licenses the change applies to)

License Number(s) \_\_\_\_\_

From (Current Name on File): \_\_\_\_\_

To (New Name): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Must be signed by an Owner, Partner, Member or Corporate Officer listed on license

PRINT NAME OF SIGNER: \_\_\_\_\_

IF YOU HAVE FORMED A **NEW** COMPANY YOU MUST APPLY FOR A NEW LICENSE. **LICENSES AND BONDS ARE NON-TRANSFERABLE.**

Has your address changed? Download the address change form at: <https://roc.az.gov/forms>