



# License Amendment Request Form

**Directions:** Requests must contain supporting documentation for each change. Use the same form to make all applicable changes, to all applicable licenses/permits. Submit completed forms via email to: [DG\\_LIC-PurchaseOrders@NYPD.org](mailto:DG_LIC-PurchaseOrders@NYPD.org)

Incomplete forms, or those missing supporting documentation, will not be processed.

LICENSE NUMBER(S)		
LICENSEE LAST NAME	FIRST NAME	M.I.
EMAIL ADDRESS		PHONE #

Type of amendment(s) requested – check all applicable:

- ☐ **Change of Address** for your home and/or business
- ☐ **Individual Name Change** due to marriage, or other reasons
- ☐ **Change of Business Name** for a Premise Business License ONLY
- ☐ **Change of Phone Number and/or Email** – **DO NOT USE THIS FORM**. Sign-in to your portal account at <https://licensing.nypdonline.org/> and enter necessary changes on your “Profile” page.

OLD INFORMATION				NEW INFORMATION			
LICENSEE LAST NAME	FIRST NAME	MIDDLE INITIAL		LICENSEE LAST NAME	FIRST NAME	MIDDLE INITIAL	
HOME ADDRESS				HOME ADDRESS			
CITY	STATE	ZIP CODE	PRECINCT	CITY	STATE	ZIP CODE	PRECINCT
BUSINESS NAME				BUSINESS NAME			
BUSINESS ADDRESS				BUSINESS ADDRESS			
CITY	STATE	ZIP CODE	PRECINCT	CITY	STATE	ZIP CODE	PRECINCT

I, \_\_\_\_\_, swear or affirm, under penalty of perjury, that the information  
(LICENSEE’S FULL NAME)  
on this document, as well as all accompanying supporting documentation, is true and no pertinent facts have been omitted.

(LICENSEE’S SIGNATURE)	(DATE)
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## REQUIRED SUPPORTING DOCUMENTATION

**Change of Address for your Home/Business** – Must be accompanied by recent documentation with the name of the licensee/business and new address. Acceptable utilities/documents are:

- Electric
  - Cable/Internet
  - Landline Telephone
  - Gas
  - New York State Drivers or Non-Drivers ID indicating new address
  - A copy of a signed current lease, document indicating ownership shares in a cooperative or condominium, or mortgage/purchase document
  - If you do not have any of the previously listed documents in your name, you must submit a utility bill in the name of the person with whom you reside, and with a signed, sworn, and notarized letter from that person stating that you reside with them.
- Please Note:** If you will be residing with new adult co-habitants, not previously disclosed to the License Division, a new “Co-Habitant Form” must be submitted for each new adult co-habitant.

**Individual Name Change** – Due to marriage, or other reasons, must be accompanied by at least one of the following:

- Marriage Certificate
- Legal court documents
- If you do not have any of the previously listed documents, you may submit a sworn and notarized affidavit. When an affidavit is provided, additional evidence including but not limited to, a certificate of domestic partnership registration, credit cards, or bills may be requested.

**Premise Business Name Change** – Changes of business name, when the business remains at the same location, must be accompanied by at least one of the following:

- Amended Business Certificate
- Amended partnership agreement
- Amended Certificate of Incorporation
- Amended business licenses, permits, certificates, and/or registrations

**ALL Special Carry Handgun License Amendments** – In *addition* to any supporting documentation listed above, the Licensee's County Handgun Carry license shall be amended *prior* to requesting any amendment of their New York City License. A copy of the amended County Carry license must be submitted.