

## **BUSINESS CHANGE LICENSING REQUIREMENTS**

1. Application for Business License (OBL237) with types of change(s) marked. Application must be completed in full and signed by current principal of the business.
2. An updated Personal History Questionnaire (PHQ) (OBL242) must be completed by existing principal(s) listed on the license application, if the existing principal's last PHQ was submitted more than one year ago.

### **ADDING A NEW PRINCIPAL**

1. Personal History Questionnaire (OBL242) completed by each new principal
2. One set of fingerprints must be submitted by each new principal of the business. Principal must be fingerprinted by an authorized NV DMV representative or a law enforcement agency. Check with your local law enforcement agency. Note: principals for DUI and Traffic Safety schools are exempt from fingerprints requirement.
3. DPS Fingerprint Background Waiver (OBL256) completed and signed by each principal submitting a set of fingerprints.
4. Non-refundable fingerprint processing fee of \$36.75 for each principal submitting a set of fingerprints.
5. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the Nevada Secretary of State's Office, if applicable.
6. If the business structure is a sole proprietor, limited liability partnership or a partnership, a new bond or bond rider is required listing the business principals and the business name (DBA.)

### **CHANGE OF BUSINESS NAME OR PHYSICAL ADDRESS**

1. A new bond or bond rider to the original bond showing the new business name and/or physical address.
2. An updated Insurance certificate showing the new business name and/or physical address. See insurance information sheet (OBL273) for coverage requirements. DUI, Traffic Safety and Communications Technology Drive Schools are exempt from this requirement.
3. There is no fee for a business name and/or address change.
4. Copy of City or County business license showing new business name and/or physical address.
5. Fictitious Firm Name Filing, if applicable.
6. Dealer Franchise Certification (OBL253) noting change. (Dealers only)
7. Permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. Sign must be clearly legible from the center of the nearest street or roadway. Schools are exempt from this requirement.
8. Two color photographs of business location that clearly show the exterior of the business to include the display sign.
9. A site inspection conducted by the Department.
10. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the Nevada Secretary of State's Office, if applicable.

## REMOVING A PRINCIPAL

1. The requirements to remove a principal depend upon the business structure. Business Structures:
  - A. Corporation or a limited liability corporation and a corporate officer is being removed, the documents that must be submitted are the current list of principals, managers, and/or members.
  - B. Limited liability partnership or a partnership, a notarized letter signed by the principal being removed stating that they are relinquishing their interest in the business or that they wish to be removed from the license.
  - C. Individual, the business must go out of business.
2. If the business structure is a limited liability partnership or a partnership,
  - A. A new bond or bond rider is required listing the business principals and the business name (DBA.)
  - B. Copy of City or County business license.