



Alameda County Office of the Treasurer and Tax Collector
Business License Division
224 W. Winton Avenue, Room 169
Hayward, CA 94544
(510) 670-6400

Business License Address Change Request

If this is a request from a legal entity (i.e. Corporation, LLC, etc.) please do not use this form. Submit your request on stationery with the company letterhead along with the information listed below and signed by a corporate officer.

Business License Number: _____

Business Address: _____

Mailing Address: _____

DBA if any: _____

Printed Name of Business Owner: _____

Printed Name of Secondary Business Owner: _____

(You must provide a copy of ID or Driver's license for all listed business owners)

NEW BUSINESS/MAILING ADDRESS

Business Address: _____

Mailing Address: _____

Signature of Business Owner: _____ Date: _____

Signature of Secondary Business Owner: _____ Date: _____

If submitting request by mail, please submit the completed form and all documentation to address listed above.