

**Report Address Change**

To ensure you receive license certificates, renewals and notifications from the Board, you must notify the Board of any address change. *Note: Mail from the "State of Tennessee" is not forwarded by the U.S. Postal Services!*

**Rule 0680-01-.08 CHANGE OF ADDRESS OF OFFICERS.**

A licensee shall notify the office of the Board in writing within thirty (30) days of any change of address. Failure to do so could result in a civil penalty outlined in Rule 0680-01-.19.

<b>TENNESSEE BOARD FOR LICENSING CONTRACTORS</b>			
<b>ADDRESS CHANGE REQUEST</b>			
<b>Type of License:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Home Improvement <input type="checkbox"/> LLE <input type="checkbox"/> LLP			
<hr/>			
<b>License ID#:</b> 000 _____			
<b>Name On License:</b> _____			
Old Address: _____			
_____			
<b>New Mailing Address:</b> _____			
_____			
<i>(Include "Physical Address" if listing a P.O. Box)</i>			
_____			
(City)	(State)	(Zip)	
Phone# (____) _____ - _____	Fax# (____) _____ - _____	Cell# (____) _____ - _____	
Email Address: _____			
From: _____			
<i>(Print Name of Authorized Owner or Officer)</i>			
<b>Mail to: 500 James Robertson Pkwy., Nashville, TN 37243-1150; or                  Fax: (615) 532-2868; or Email: <a href="mailto:Contractors.Home-Improvement@TN.Gov">Contractors.Home-Improvement@TN.Gov</a></b>			

This form has been developed for your convenience to report a change of address; however, the Board will accept any written notice by letter, email, or fax. For more information, you may contact the Board's office at 800-544-7693.

**Register online to receive important email notifications relative to law changes and newsletters. Sign-Up for Notifications at [https://notify.app.tn.gov/notify/sign\\_up.html](https://notify.app.tn.gov/notify/sign_up.html)**