



City of Ridgecrest

Finance Division
 100 W. California Ave · Ridgecrest · CA · 93555
 760-499-5026 · Fax 760-499-1520

<http://ridgecrest-ca.gov/>

Business License Information Change Form

There is a \$3.00 fee if the Business Name, Location or Mailing Address, Business Description or any other changes that affects the face of the company's license.

PLEASE NOTE: In order to make changes your name must **ALREADY** be on the license. Authorizer could be required to provide a valid ID. A copy of your ID may be made. This form cannot be used by the new owner of an existing business (a new business license application must be submitted).

Complete the appropriate information to be changed below. If not specifically listed below, write your changes in the "Additional Changes" section at the bottom of this section.	
Current Business Name (REQUIRED):	New Business Name:
Current Business Phone:	New Business Phone:
Prior Business Location	New Business Location
Prior Mailing Address	New Mailing Address
Deletion of Owner/Partner/Officer	Addition of Owner/Partner/Officer
Name:	Name:
Home Address:	Home Address:
City/State/Zip:	City/State/Zip:
Home & Work Phone:	Home & Work Phone:
Social Security #:	Social Security #:
Driver's Lic. #:	Driver's Lic. #:
Date of Birth:	Date of Birth:
Inactivate Business License (Closing Date):	
Reactivate Business License (Opening Date):	
Additional Changes:	

Printed Name of Person Authorizing Changes: _____ Date: _____

Signature of Person Authorizing Changes: _____

FOR FINANCE OFFICE USE ONLY	
Initials _____	Date _____

❖ A 2.95% Service Fee will be applied to all credit card charges