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TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

# Amendment to a License

*If amending or changing a Pawnshop License use PWN10 or PWN11 as appropriate.*

Amendments or changes must be filed at least 10 days prior to the anticipated change date. Refer to Fee Worksheet for applicable fees and assessments.

FOR OFFICE USE ONLY	
License Number:	_____
Date Database Amended	_____ Amt Remitted _____
Amended By	_____ Date Remitted _____
Date License Mailed	_____ Agency Object _____
Comments:	_____

Regulated Industry License \_\_\_\_\_

License Number \_\_\_\_\_

Proposed Date of Change \_\_\_\_\_

Amendment or Change (select at least one option)

- Address Change
- Name Change
- Activation of License
- Other
- Inactivation of License

After change, the license will be:  Active  Inactive

Registered Offices cannot be inactivated. If a Registered Office has closed, a written request to cancel the license and the license for that particular location is to be submitted to the OCCC.

Licensee Name \_\_\_\_\_

Phone Number \_\_\_\_\_

New Operating Name (d/b/a) \_\_\_\_\_

New Location Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

The following must accompany this form:

1. Current License (Original)
2. \$25 Fee for each amendment to Licensed Location  
or  
\$10 Fee for each amendment to Registered Office  
(Registered Offices apply to Motor Vehicle Sales Finance licenses only)
3. If a d/b/a change, evidence that assumed name has been filed with the County Clerk's office or the Texas Secretary of State.

Home Office Mailing Address: The home office mailing address is where most correspondence, including license renewals, is mailed. To keep our records current, provide below the home office mailing address and an appropriate contact person. Note: Amended licenses will be mailed to the person shown below, unless otherwise noted above under "Mailing Address New License".

Home Office Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

The Office of Consumer Credit Commissioner obtains information from this form and certain third-party sources. With few exceptions, you may review and correct the information we collect. To find out more about the information we collect or to make an open records request, contact our Public Information Officer at 512-936-7622 or public.information@occc.texas.gov.