



TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER



FOR OFFICE USE ONLY

Date database amended:

Person amending database:

Date receipt mailed:

Comments: _____

Amendment to Registered Creditor

To be filed at least 30 days prior to the anticipated change

Type of Amendment (choose at least one): Address Change
 Name Change

Proposed Date of Change: _____

After change, will license be active or inactive? _____

Registration number: _____ Location Telephone Number: _____ - _____

Corp or Owner Name: _____

DBA (Operating Name): _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

The home office mailing address is where most correspondence, including renewals for all licenses held by your company, is mailed. To keep our records current, please provide a home office mailing address and contact person below:

Contact Person

Telephone Number

Home Office Mailing Address

The amended license will be mailed to the contact person at the home office mailing address listed above unless you submit a request to mail it elsewhere.

Authorized signature: _____ Title: _____

When you return this form, you must also include:

- Amendment fee: \$10.00 for Consumer Goods and Services (CP 345)
\$15.00 for Manufactured Housing (CP 347)
- If you are filing a name change, provide proof that the name has been filed with either the county clerk (proprietors and general partnerships) or the Texas Secretary of State (corporations, limited liability companies, and limited partnerships). Review 7 TAC §83.303 to ensure that a transfer of ownership is not required.