

SOLE PROPRIETOR FIRM NAME CHANGE REQUEST

- All firm name changes must be approved by the Board before implementation and before renewal.
Do not submit your renewal form until after the firm name change is approved by the Board.
- If your firm’s legal form is changing, don’t use this form; instead submit a new [Firm Registration Form](#).

You may mail (see address above) or email this form by using “Email Form” button to submit electronically to boa@state.mn.us. Put “Sole Proprietor Firm Name Change Request” and your current license number in the subject line.

Current Firm Information

Firm Name _____	Firm Permit # _____
Primary Firm Address _____	
City _____	State _____ Zip _____
Contact Name _____	Contact Phone _____

Proposed Changes

Proposed Firm Name _____

Is your firm’s legal form changing? No Yes—**If yes, don’t use this form; instead submit a new [Firm Registration Form](#).**

List the name and complete address of every owner, partner, member, shareholder, director or officer of the firm who resides in or practices in Minnesota. Attach list, if necessary.

Name	Address	City	State	Zip Code

Explain in detail the reason for the change. Attach additional sheets if necessary.

If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand.

Signature of Sole Proprietor

Printed Name

Date