

# CHANGE OF ADDRESS OR CONTACT INFORMATION

For Office Use Only  
Received Date Stamp

**THIS FORM IS ONLY FOR UPDATES TO LICENSES AND PERMITS ISSUED BY THE SPECIAL LICENSES UNIT.**

To request an amendment to your license, use License Amendment Request Application form:

[https://www.dec.ny.gov/docs/wildlife\\_pdf/sluamendapp.pdf](https://www.dec.ny.gov/docs/wildlife_pdf/sluamendapp.pdf)

To add or remove designated agents from your license, use Request to Add Designated Agents form:

[https://www.dec.ny.gov/docs/wildlife\\_pdf/sludesignatedagent.pdf](https://www.dec.ny.gov/docs/wildlife_pdf/sludesignatedagent.pdf)

Use this form to report any changes in your name, address or contact information. The Department will use the information you provide for all correspondence. Please include the type of license(s) or permits that you hold, as well as the license number(s).

License Type (Special Licenses ONLY, including Guide Licenses):	License Number:

Name (As currently on file with the Department):			New Name:		
Last	First	M.I.	Last	First	M.I.

Contact Information (As currently on file with the Department):			
Email	Home Phone Number	Work Phone Number	Mobile Number
New Contact Information:			
Email	Home Phone Number	Work Phone Number	Mobile Number

Mailing Address (As currently on file with the Department):			
Street Address			
City/ Town	State	ZIP Code	County
New Mailing Address:			
Street Address			
City/ Town	State	ZIP Code	County

<b>Facility Address (As currently on file with the Department):</b>			
<b>Street Address</b>			
<b>City/ Town</b>	<b>State</b>	<b>ZIP Code</b>	<b>County</b>
<b>New Facility Address, where licensed animals will be held: *NOTE: If this facility is used as a falconry mews or wildlife rehabilitation RVS</b>			
<b>Street Address</b>			
<b>City/ Town</b>	<b>State</b>	<b>ZIP Code</b>	<b>County</b>

**NOTICE:** False statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the penal law.

Signature \_\_\_\_\_

Date \_\_\_\_\_

This form may only be used for current and valid licenses. If your license has expired, you will need to submit a new license application form following the license procedures outlined on the Department's web page: <http://www.dec.ny.gov/permits/359.html>

**MAIL YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENT(S) TO:**  
 NYS Department of Environmental Conservation  
 Special Licenses Unit · 5th Floor  
 625 Broadway · Albany, New York 12233

For questions or concerns, please contact us  
 Phone: (518) 402-8985 · Fax: (518) 402-8925  
 Email: [SpecialLicenses@dec.ny.gov](mailto:SpecialLicenses@dec.ny.gov)  
 Website: <https://www.dec.ny.gov/permits/359.html>