



## BUSINESS LICENSE CHANGE OF ADDRESS FORM

Gwinnett County License & Revenue

Please complete the form below and provide all required attachments to update your business location address.  
ONLY the mailing address change can be completed by you, at [www.gwinnettcountry.com](http://www.gwinnettcountry.com)

### CURRENT BUSINESS LOCATION INFORMATION ON FILE

Account Number OR Certificate Number:

Complete Business Name (DBA):

Business Address is Changing from (Current Address):

City:

State:

Zip Code:

### UPDATED BUSINESS LOCATION INFORMATION

Which of the following best describes the new address?

Commercial Office  Home Office

Business Address is Changing to (New Address):

City:

State:

Zip Code:

Business Phone #:

### UPDATED MAILING ADDRESS (if applicable)

Care Of Name:

New Mailing Address:

City:

State:

Zip Code:

### ADDITIONAL INFORMATION REQUIRED

**If your updated business location is a COMMERCIAL address, you must attach:**

- Updated Certificate of Occupancy reflecting the new address (Certificate of Occupancy must be issued in DBA name) – Contact Customer Service Department 678.518.6000 with any questions.
- If applicable, a copy of Professional License to operate in the state of Georgia reflecting new address
- If this business has an Alcoholic Beverage License, please call to speak with Licensing & Revenue at 678.377.4100 before submitting your documents as there will be additional requirements
- **Include current year business license**

**If your updated business address it a HOME RESIDENTIAL address, you must attach:**

- A clear copy of your Georgia Driver's License/Photo Identification Card reflecting the updated home address
- If applicable, a copy of Professional License to operate in the state of Georgia reflecting new address
- **Include current year business license**

### SIGNATURES

Signature of Authorized Person Completing Form:

Today's Date:

Printed Name of Authorized Person Completing Form:

Contact # or Email Address:

Submit to Gwinnett County Licensing & Revenue | For questions, call 678.377.4100

EMAIL:

[P&D-LicenseRevenue@GwinnettCounty.com](mailto:P&D-LicenseRevenue@GwinnettCounty.com)

BY MAIL:

PO BOX 1045 Lawrenceville, GA 30046