

Correctional Treatment Center Report of Change Application Checklist for Change of Name

The following is a list of application forms and supporting documents required for a complete application packet. Failure to include each of the forms and documents will delay processing.

CHECKLIST AND INSTRUCTIONS- *Please submit your documents in this order*

REQUIRED DOCUMENTS FOR A CHANGE OF NAME

<i>Use this space to check if included</i>	Forms and supporting documents	Additional Instructions (Each form listed also has instructions on the form)
	Cover Letter	<p>COVER LETTER</p> <p>Letter on company letterhead with the following information:</p> <ul style="list-style-type: none"> • License number (only applicable for CHOW) • Facility name and ID number (if known) • Brief description of request • Contact information (name, title, phone number, and email address) • Emergency Contact Information (name, email, alternate email, phone, fax, and phone number that will receive text messages). The Department will use this information to contact the provider in the event of an emergency using the California Health Alert Network (CAHAN). All information provided must allow CAHAN to contact the provider on a 24/7/365 basis for distribution of health alerts. For additional information: California Health Alert Network (CAHAN) (https://www.calhospitalprepare.org/cahan) • Signature

<i>Use this space to check if included</i>	Forms and supporting documents	Additional Instructions (Each form listed also has instructions on the form)
	HS 200	LICENSING & CERTIFICATION APPLICATION [Title 22 California Code of Regulations (CCR) section 79581]
	Supporting Documents	BOARD RESOLUTION Submit a Board Resolution approving name change
	HS 309 1 st Page	ADMINISTRATIVE ORGANIZATION Along with the HS 309, depending on organizational type, the following supporting documents must be submitted:
	HS 309 2 nd Page	ORGANIZATIONAL STRUCTURE Only complete fields that are applicable to applicant's entity type.
	Supporting Documents	PUBLIC AGENCY Copy of signed Resolution