

CHANGES TO HOME ADDRESS/TELEPHONE NUMBER

To change the home address or telephone number that is associated with your Construction Superintendent, you **must** submit the following via DOBNOW: Licensing:

- Recent utility bill (*electric, gas, water*), bank statement, lease, or deed with the Licensee's name and address (*for address changes only*)
- \$50.00 reissuance fee (for address changes only)

CHANGES TO BUSINESS INFORMATION

To change the business information associated with your Construction Superintendent Registration you **must** submit the following via DOBNOW: Licensing:

- original notarized letter from your present employer, on business letterhead, **must** be submitted stating your title, duties, and start date

LOST OR STOLEN REGISTRATION CARD

- If your registration card has been lost or stolen, you **must** submit the following documents to (DOBNOW: Licensing) police report for the lost registration
- [Affidavit for Lost/Stolen License](#)
- \$50.00 fee

SUBMITTING DOCUMENTS

All documentation must be submitted via DOBNOW: Licensing.

Updated cards will be mailed to your home address.