

Bulletin 18-02  
May, 2018

LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS

☎ 225.765.2301 or 800.256.1392

✉ info@lslbc.louisiana.gov

🏠 www.lacontractor.org

Text-to-Verify: 1.855.999.7896

## Notify LSLBC of Any Changes to Your Business Information

Licensed or registered contractors are required to report any changes of the following information to the Louisiana State Licensing Board for Contractors within **15 days** of the change:

- Type of business structure (sole proprietorship, partnership, LLC, corporation, etc.),
- Licensee's address, email address, phone number or fax number
- Licensee's name,
- Identity, address, or ownership percentage of each shareholder,
- Identity of each officer and office held (if Corporation),
- Identity or address of each partner (if Partnership), and
- Identity or address of each member (if LLC).

Rules and Regulations Section 105

Further, licensed contractors are required to report any changes with the Qualifying Party for the license within **30 days** of the disassociation from the company. Following this disassociation, another qualifying party must qualify within sixty (60) days. La. R.S. 37:2156.1(D)(1)

To verify that your information is correct, you can use one of three methods (1) LSLBC's website at [www.lacontractor.org](http://www.lacontractor.org) and click "Contractor Search", (2) download our free mobile app, La. Contractor or (3) use Text-to-Verify by sending a text message to 1-855-999-7896, text your license or registration number or text your business name to receive a return text message with the license or registration information.

To report a change in contact information such as address, email address, phone number, fax number or website address, please complete the Change of Address form found on LSLBC's by clicking [HERE](#).

To report a change to the business entity's name, ownership, a merger, or a conversion please refer to our website's FAQ's for what documentation and fees are needed by clicking [HERE](#).

If you have any questions regarding this matter please feel free to contact us at 225-765-2301, or email us at [info@lslbc.louisiana.gov](mailto:info@lslbc.louisiana.gov).

**"Properly licensed and qualified contractors . . . IT'S THE LAW!"**

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