



South Carolina Department of Consumer Affairs

Change of Address/Name Request Form

Instructions: Use this form to report a change of address or name change only for Maximum Rate, Creditor Grantor Notification, and or Motor Vehicle Disclosure filings to Consumer Affairs. A change of ownership or federal identification (FEIN) number requires new filings to be made and submitted to the Department. Complete form and fax to Accounting Section at (803) 734-4299.

Required Information

DCA Registration Number: _____

Business Name **Used in SC** _____

New Address _____

New City _____ State _____ Zip _____

New Phone Number _____

Previous Business Name _____

Previous Address _____

Previous City _____ State _____ Zip _____

E-mail (To send updated certificates) _____

Effective Date _____ Today's Date _____

Signature _____

Print Name _____

Form may also be mailed to:
Accounting Section
South Carolina Department of Consumer Affairs
PO Box 5246
Columbia SC 29250-5246