



## COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833  
Phone (916) 263-3660 / Toll Free: 1-877-327-5272  
Fax (916) 263-3664 / www.courtreportersboard.ca.gov



# ADDRESS CHANGE FORM

PLEASE TYPE OR PRINT

Name (Last, First, Middle)		CSR No.
New Address of Record (An Address of Record is Required and is Provided to the Public)		
City	State	Zip Code
Telephone Number (Optional) (      )	Alternate Number (Optional) (      )	
<i>(Phone numbers are confidential and for Board use only)</i>		
Old Address of Record		
City	State	Zip Code
Alternate Address (Optional)		
City	State	Zip Code
<b>Would you like the alternate address to be your mailing address? Yes _____ No _____</b>		
<i>(Alternate address is confidential and for Board use only)</i>		
Email Address (Optional – For Board Use Only)		
Signature		Date
<p>B&amp;P Code Section 8024.6 Requirement to notify Board of any change with respect to Licensee</p> <p><b>(b) Each certificate holder shall notify the board in writing at its office in Sacramento of a change of address within 30 days after each change, giving both the old and the new addresses.</b></p> <p>(c) A penalty as provided in this chapter shall be paid by each certificate holder who fails to notify the board within 30 days as specified in this section. Any certificate holder to whom this penalty applies who fails to pay that penalty shall not have their certificate renewed without payment of that penalty, and the board may take disciplinary action.</p>		



## **COURT REPORTERS BOARD OF CALIFORNIA**

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### **NOTICE ON COLLECTION OF PERSONAL INFORMATION**

#### **Collection and Use of Personal Information**

The Court Reporters Board of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code, Chapter 13, Article 3 and the Information Practices Act. The Court Reporters Board uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

#### **Mandatory Submission**

Unless specified optional, submission of the requested information is mandatory. The Court Reporters Board cannot consider your application for licensure or renewal unless you provide all of the requested information.

#### **Access to Personal Information**

You may review the records maintained by the Court Reporters Board that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

#### **Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

#### **Contact Information**

For questions about this notice or access to your records, you may contact Kim Kale at Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833, by phone at (877) 327-5272, or by e-mail at [Kim.Kale@dca.ca.gov](mailto:Kim.Kale@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

**NOTICE:** Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.