

# ADMINISTRATIVE ORGANIZATION

(This side is for corporations and limited liability companies only. See reverse for public agencies, partnerships, and other associations.)

**INSTRUCTIONS:**

This form must be updated and submitted to the Licensing Agency each time there is a change in partners, officers or changes in the corporation or limited liability company as provided in the California Code of Regulations Title 22, Section 80034(a)(2), or 87235(a)(5), or 101185(a)(2).

DATE

FACILITY NAME

FACILITY ADDRESS

FACILITY NUMBER

**I. CORPORATION/LIMITED LIABILITY COMPANY (LLC)**

1. Name (as filed with Secretary of State)

2. Chief Executive Officer

3. Incorporation/Registration Date

4. Place of Incorporation/Registration

Corporation/Limited Liability Company Number

5. Please attach (1) A copy of Articles of Incorporation or organization and any amendments (2) A copy of By-Laws or Operating Agreement and any amendments (3) A copy of Resolution authorizing the filing of this application (for Corporations only).

6. Principal office of business:

AddressCityZip CodeCountyTelephone No.

Contact Person:

Title:

Telephone No.:

7. Out of state or foreign applicants complete the following:

a. Name of California RepresentativeAddressZip CodeTelephone No.

b. Please attach a copy of a foreign corporation's or foreign LLC's registration to do business in California.

8. Names and addresses of all persons who own ten percent (10%) or more interest in corporation or LLC. Attach sheet for additional space.

**9. Directors (Corporation)/Managers and Managing Members (LLC)**

a. Number of Directors/Managers &amp; Managing Members

b. Term of Office (if applicable)

c. Frequency of Meetings (if applicable)

d. Method of Selection (corporations only)

**10. Officers: (For LLCs without officers, skip this section and go to Section II)**

Office	Name	Principal Business Address & City & Zip Code (other than facility address)	Telephone No.	Term Expires
President				
Vice-President				
Secretary				
Treasurer				

11. List all Directors (Corporations)/Managers and Managing Members (LLC)

Name	Mailing Address & City & Zip Code	Telephone No.	Term Expires

(Attach Sheet for additional space)

**II. PUBLIC AGENCY**

- Check type of public agency: ☐ Federal ☐ State ☐ County ☐ City ☐ Other, specify below
- Agency providing services:  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_ CITY/STATE  
 Mailing Address: \_\_\_\_\_ CITY/STATE/ZIP CODE  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_
- District or Area to be served: (attach map if necessary)  
 Specify geographic area: \_\_\_\_\_  
 \_\_\_\_\_
- Attach copy of Resolution or legal document authorizing this application.

**III. PARTNERSHIPS**

Attach a copy of partnership agreement (attach additional sheet if necessary)

- 1st Partner ☐ General Name \_\_\_\_\_ TELEPHONE NUMBER  
☐ Limited Principal Business Address \_\_\_\_\_ CITY/STATE
- 2nd Partner ☐ General Name \_\_\_\_\_ TELEPHONE NUMBER  
☐ Limited Principal Business Address \_\_\_\_\_ CITY/STATE
- 3rd Partner ☐ General Name \_\_\_\_\_ TELEPHONE NUMBER  
☐ Limited Principal Business Address \_\_\_\_\_ CITY/STATE
- 4th Partner ☐ General Name \_\_\_\_\_ TELEPHONE NUMBER  
☐ Limited Principal Business Address \_\_\_\_\_ CITY/STATE  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**IV. OTHER ASSOCIATIONS**

Other associations must also provide a similar list of persons legally responsible for the organization, contact person, appropriate legal documents which set forth legal responsibility of the organization and accountability for operating the facility.