

ADDRESS CHANGE PROCEDURE

1. Submit a cover letter which requests approval of address change. Indicate the new address/telephone number and the effective date of the move;
2. Submit an updated PSC-1 form;
3. Submit a copy of the occupancy license which reflects the name and address of your school;
4. Submit a narrative geographic description of the easiest access route from Baton Rouge to your school's location; and
5. Submit a rider to your school bond and/or solicitor bond(s) only if the address change reflects a change in the city in which your school is located.