

Salt Lake City Corporation  
Business Licensing  
451 S State Street, Room 225, City & County Building  
P.O. Box 145458  
Salt Lake City, Utah 84114-5458  
(801) 535-6644 Fax: (801) 535-7779

## ADD/REMOVE BUSINESS OFFICER

Business licenses are non-transferrable. To add or remove a business officer from an existing business license, the following information must be submitted and notarized by the business owner.<sup>1</sup>

I, (Name) \_\_\_\_\_, (Title) \_\_\_\_\_, am a legal representative the following business with the requisite authority necessary to add or remove the following individual from the business license at issue:

Business Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Address: \_\_\_\_\_

I would like to  ADD,  REMOVE, the following person to/from the business license identified herein:

Name: \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_  
Address: \_\_\_\_\_  
Position (Manager, Officer, Co-owner, etc) \_\_\_\_\_  
If co-owner, percentage of ownership \_\_\_\_\_%

I, \_\_\_\_\_, being duly sworn and on my oath, hereby affirm the truthfulness and completeness of the foregoing information. I hereby acknowledge that any and all misrepresentation and/or errors herein may constitute grounds for denial of the application or future revocation of the license. I also hereby acknowledge that all applicable laws and ordinances of Salt Lake City Corporation are expressly understood and will be obeyed by all persons involved in the business. That to do otherwise would be grounds for revocation of the license and any and all licenses issued by Salt Lake City Corporation.

\_\_\_\_\_  
(Representative Signature)

Subscribed and Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Residing in:  
My commission expires:

<sup>1</sup> The submission of this document for the purpose of adding or removing a business officer only affects the records of the Salt Lake City Business Licensing Division and the Business License identified herein. This document does not add or remove the business officer identified above from the official Utah Department of Commerce records that govern the composition, ownership, and officers of business entities within the State of Utah.