



**Secretary of State  
Office of Professional Regulation**

**Electrology Offices  
Instructions for Change in Location**

**Your new location MAY NOT open for business until your office has been updated and Inspected by OPR.**

**CHANGE IN LOCATION:**

Change in location applies to Offices which are moving and the owner and name of the Office are the same. This does NOT include offices that are changing ownership or have had a name change. Those changes require a new application.

**You must submit the following items listed below using the “update license” feature of your online dashboard for the existing office.**

1. Upload a written explanation of the change with the Office's new physical address.
2. Upload a floor plan. Draw the floor plan of your office. Include dimensions of all rooms and areas of the office. Give the scale, for example ½ inch equals one foot. Label the floor plan with your name and the name of the office. Keep a copy of the floor plan on the premises; the Inspector may request to see your copy.
3. Upload a copy of your registration of the Name of Your Business (i.e., Trade Name; Certificate of Incorporation, Vermont domestic Corporation; Certificate of Authority, foreign non-Vermont; Partnership, or LLC). **Trade name must match the name that was submitted with the application.** This can be obtained from the Corporations Division Office of the Secretary of State. Telephone number (802) 828-2386 or <https://bizfilings.vermont.gov/online/BusinessInquire/>
4. OPR inspection. OPR will notify an inspector of the office changes. An inspector will reach out to you directly to schedule.