



California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



CHANGE OF ADDRESS AND/OR NAME

I, _____, am a California Certified Legal Secretary.

- I am hereby notifying the CCLS® Certifying Board of a change of address for further correspondence from the CCLS Certifying Board.
- I am hereby notifying the CCLS® Certifying Board of a change of name. I wish to receive a new certificate. A check in the amount of \$25 is enclosed.

Name under which certification was attained:

New name: _____

Signature: _____

Address: _____

Telephone: _____

E-mail: _____

Local Association: _____

Submit completed form to:

CCLS Certifying Board
P. O. Box 391626
Mountain View, CA 94039-1626

Space below for CCLS® Certifying Board use only.

Date Received : _____

CCLS® Database updated: _____

New certificate ordered: _____

New certificate mailed: _____