



California Certified Legal Secretary
A Program of LSI®



NOTICE OF CHANGE OF ADDRESS AND/OR NAME

Mail Notice of Change of Address and/or Name to the following address:
CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 95015-2879
or via email to CCLSCertifyingBoard@gmail.com

I am a California Certified Legal Secretary,
and the name on my certificate is: _____

- 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 \$30 is enclosed. If you wish to pay via PayPal, please contact CCLSCertifyingBoard@gmail.com

PERSONAL/CONTACT INFORMATION

Name: _____
Mailing Address: _____
Email: _____
Phone (Day): _____ Phone (Evening): _____
Name of Local LSI® Association (if applicable): _____

Date: _____ Signature _____

Space below for CCLS® Certifying Board use only.

Date Received: _____
CCLS® Database updated: _____
New Certificate Ordered: _____
New Certificate Mailed: _____