

## How to submit a Change Request for Change of Licensee Name online

The licensee needs to complete the change of licensee name request forms located in the [Required Forms List](#) icon. After completing the forms, login to your online account, click the [Home](#) tab then click the [View My Records](#) icon, scroll down to see your ABE license number, to the right click the [Amendment/Change Request](#) button, next scroll down to [Change Requests](#) then from the drop down select [Change of Licensee Name](#) then Continue to submit the information. See the Sample screenshot below:

The screenshot shows a user interface for the Oklahoma ABE Commission. At the top, there is a navigation bar with a dropdown menu labeled 'ABLE'. Below this, a table displays application details: a checkbox, the date '12/19/2023', the license number 'MXBA-23-000004', the license type 'Mixed Beverage License Application', the business name 'Cheers Bar', the status 'In Review', and a button labeled 'Amendment/Change Request'. Below the table, a heading reads 'Welcome to the Oklahoma ABE Commission!'. Underneath, it says 'Select an Amendment Type' and provides instructions: 'Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.' A dropdown menu titled 'Change Requests' is open, showing several options: 'Change of Licensee Name' (selected), 'Change of Location', 'Change of Managers', 'Change of Members', 'Change of Officers & Directors', 'Change of Stockholders', 'Request for Alteration', and 'Request for Common Areas'.

<input type="checkbox"/>	12/19/2023	MXBA-23-000004	Mixed Beverage License Application	Cheers Bar	In Review	Amendment/Change Request
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**Welcome to the Oklahoma ABE Commission!**

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

**Change Requests**

- Change of Licensee Name
- Change of Location
- Change of Managers
- Change of Members
- Change of Officers & Directors
- Change of Stockholders
- Request for Alteration
- Request for Common Areas



# ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

50 NE 23<sup>rd</sup> Street  
Oklahoma City, OK 73105  
(405) 521-3484

## CHANGE OF LICENSEE NAME

Please complete the request forms and upload them online.

### CHANGE OF LICENSEE NAME REQUIRED ITEMS

- Complete Pages 1 & 2.
- A copy of the amended Certificate of Partnership, or Certificate of Incorporation, or Certificate of Formation from the Secretary of State listing the new name of the business entity.

<b>1. ABLE License Number</b>			
<b>2. DBA Name of Location</b>			
<b>3. Location Address</b>			
<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip</b>
<b>4. Mailing Address</b>			
<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip</b>
<b>5. Business Phone Number</b>	<b>6. Alternate Phone Number</b>	<b>7. E-mail Address</b>	
<b>OWNER INFORMATION</b>			
<b>8. Type of Owner</b>			
<input type="checkbox"/> Individual		<input type="checkbox"/> Limited Liability Company	
<input type="checkbox"/> Partnership		<input type="checkbox"/> Tribe	
<input type="checkbox"/> Limited Partnership		<input type="checkbox"/> Tribal Corporation/Entity	
<input type="checkbox"/> General Partnership		<input type="checkbox"/> Other _____	
<input type="checkbox"/> Corporation			
<b>9a. Name of Individual/Sole Proprietor (if owned by an individual</b>		<b>9b. Social Security Number</b>	
<b>10a. <u>Current Name</u> of Business Entity (if Partnership, Corp., LLC or Tribe</b>		<b>10b. <u>New</u> Business Entity Name</b>	

<b>11. Application Contact Person</b>
<b>Application Contact Address</b>
<b>Application Contact Phone Number</b>
<b>Application E-Mail Address for Correspondence</b>

I, \_\_\_\_\_, being duly sworn upon oath deposes and says: That he/ she is the applicant who makes the above and foregoing application, that he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Applicant(s) certifies that the statements and representations made herein are true and correct and consents that if any statements and representations herein are found to be false or omitted, that the Director may refuse to issue said license or may cause such license to be revoked forthwith at any time. He/She further agrees that he/she has filed all appropriate property with the County Assessor and that all ad valorem taxes assessed on his/her property, both real and personal, and wherever situated in the state of Oklahoma, have been paid.

\_\_\_\_\_  
**Signature of Applicant(s)**