



# NSCB Industry Bulletin



**FOR IMMEDIATE RELEASE**  
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## **NSCB Reminds All Licensees to Ensure Current Address Is On File with the Board**

**HENDERSON and RENO, Nev.** – The Nevada State Contractors Board would like to remind all licensees to ensure their current business address is on file with the Board. If updates to your information need to be made, you can pick up a Change of Address form at either office of the Board, or you can follow one of the following online steps below:

1. Complete a Change of Address form located online at:  
[http://www.nscb.nv.gov/pdfs/Forms/address\\_change\\_form.pdf](http://www.nscb.nv.gov/pdfs/Forms/address_change_form.pdf)

After completing the form, save it to your desktop then email it to our office at [addresschange@nscb.state.nv.us](mailto:addresschange@nscb.state.nv.us) or send via fax to (775) 688-1271 or (702) 486-1190.

2. Login to your account at <http://www.nscb.nv.gov/#online>,
  - Select Main Menu
  - Enter your log-in information
  - Select your license number
  - Select Change of Address (under Functions)
  - Select the applicable Mailing Address link or the Physical Address link and updated as needed
  - Select Next, then Submit

If you don't have an online account, please see the instructions located at [http://www.nvcontractorsboard.com/pdfs/Instructions\\_Online%20Registration.pdf](http://www.nvcontractorsboard.com/pdfs/Instructions_Online%20Registration.pdf)

**If you could please provide the updated information by close of business Tuesday, June 30, 2015, it would be greatly appreciated.**

Should you have any questions, please do not hesitate to contact our office at (702) 486-1100 or (775) 688-1141.

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