**ADMINISTRATIVE ORGANIZATION**

(This side is for corporations and limited liability companies only. See reverse for public agencies, partnerships, and other associations.)

**INSTRUCTIONS:** This form must be updated and submitted to the Licensing Agency each time there is a change in partners, officers or changes in the corporation or limited liability company as provided in the California Code of Regulations Title 22, Section 80034(a)(2), or 87235(a)(5), or 101185(a)(2).

**DATE**

**FACILITY NAME**

**FACILITY ADDRESS**

**FACILITY NUMBER**

---

### I. CORPORATION/LIMITED LIABILITY COMPANY (LLC)

1. Name (as filed with Secretary of State)
   
2. Chief Executive Officer
   
3. Incorporation/Registration Date
   
4. Place of Incorporation/Registration
   
5. Corporation/Limited Liability Company Number
   
6. Principal office of business:
   
   - Address
   - City
   - Zip Code
   - County
   - Telephone No.

   Contact Person:
   
   Title: Telephone No.: 

7. Out of state or foreign applicants complete the following:
   
   a. Name of California Representative
   
   Address
   
   Zip Code
   
   Telephone No.

   b. Please attach a copy of a foreign corporation's or foreign LLC's registration to do business in California.

8. Names and addresses of all persons who own ten percent (10%) or more interest in corporation or LLC. Attach sheet for additional space.

---

9. Directors (Corporation)/Managers and Managing Members (LLC)

   a. Number of Directors/Managers & Managing Members

   b. Term of Office (if applicable)

   c. Frequency of Meetings (if applicable)

   d. Method of Selection (corporations only)

---

10. Officers: (For LLCs without officers, skip this section and go to Section II)

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Principal Business Address &amp; City &amp; Zip Code (other than facility address)</th>
<th>Telephone No.</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

LIC 309 (6/01) (PUBLIC)
II. PUBLIC AGENCY

1. Check type of public agency: ☐ Federal ☐ State ☐ County ☐ City ☐ Other, specify below

2. Agency providing services:
   Name: ____________________________  Address: ____________________________  CITY/STATE
   Mailing Address: ____________________________  CITY/STATE/ZIP CODE
   Contact Person: ____________________________  Title: ____________________________  Phone No.: ____________________________

3. District or Area to be served: (attach map if necessary)
   Specify geographic area: ____________________________

4. Attach copy of Resolution or legal document authorizing this application.

III. PARTNERSHIPS

Attach a copy of partnership agreement (attach additional sheet if necessary)

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address &amp; City &amp; Zip Code</th>
<th>Telephone No.</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach Sheet for additional space)

11. List all Directors (Corporations)/Managers and Managing Members (LLC)

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address &amp; City &amp; Zip Code</th>
<th>Telephone No.</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach Sheet for additional space)

IV. OTHER ASSOCIATIONS

Other associations must also provide a similar list of persons legally responsible for the organization, contact person, appropriate legal documents which set forth legal responsibility of the organization and accountability for operating the facility.