

Updating a License



**CHANGE THE LICENSE'S ADDRESS,
QUALIFYING PARTY, AND MORE!**

STEP 01

Log in to the [ROC Online Customer Portal](#)

STEP 02

Connect a business to your Portal Dashboard - click "Add an Entity to Your Account"

STEP 03

From your Dashboard, scroll down to "My Items" and click the drop down arrow to the right of the license to update

STEP 04

Select update requests in the "My Items" table

- No Fee
 - Update Address/Phone/Email
 - License Cancellation
 - Notice of Disassociation
 - Ownership/Personnel Change
- Associated Fees
 - License Inactivation
 - Application for New Qualifying Party (QP)
 - Exemption from QP Requirements
 - Name Change Request
 - Application to Reactivate License

STEP 05

Complete the steps and submit any associated fees

- **WARNING: you must click "Submit" following payment or your request will not be received**

STEP 06

AZ ROC Review

- AZ ROC will notify the licensee of any errors by phone, email and mail

STEP 07

Update request approved by AZ ROC upon correction of any errors

[Click here for PDF forms to submit by mail or in person](#)