

Change of Governing Board

Required Documents

ONLINE APPLICATION PDF FORM

- Embedded and generated by online system

APPOINTMENT TO THE BOARD INFORMATION ORGANIZATION

- Documents which show appointment to the board
 - **Corporation** – Submit meeting minutes, Articles of Incorporation and By-Laws
 - **LLC** – Submit meeting minutes, Articles of Organization and Operating Agreement

LICENSEE/BUSINESS ENTITY INFORMATION

- Organizational chart displaying the following information: applicant's owners, directors, board members, corporate officers, LLC members/managers, and partners
 - The organizational chart prior to the change
 - The organizational chart after the change

Helpful Tip



- If licensee/entity includes multiple facilities, then only one Change of Governing Board (CHGB) application is required from one facility.