

# Charter Holder Location Amendment Request

## Purpose

The *Charter Holder Location Amendment Request* should be completed if the charter holder needs to make changes to its mailing address or physical address. If the charter holder is **only** making changes to its phone and/or fax numbers currently on file with Board, please contact Board Staff at 602-364-3080.

*Before submitting this request ensure the charter holder is in compliance per the Board's [policy](#). If a charter holder is not in compliance, the request may be deemed incomplete and the non-compliance may be recorded on the charter holder's operational dashboard.*

## Determining Eligibility

Any charter holder is eligible to submit a *Charter Holder Location Amendment Request*.

## Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director.

## Instructions for the Request

Work through the form, filling in all required fields and uploads (denoted by "\*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

### Form Fields

Field	Instructions
Mailing Address	Confirm that this address is current.
Physical Address	Confirm that this current address and phone number is current.
New Address, Phone Number, and Fax Number*	Check all applicable boxes.
Mailing Address	Complete this section if changing the mailing address.
Mailing Phone Number	Complete this section if changing the mailing phone number.
Mailing Fax Number	Complete this section if changing the mailing fax number.
Physical Address	Complete this section if changing the physical address.

**Physical Phone Number** Complete this section if changing the physical phone number.

**Physical Fax Number** Complete this section if changing the physical fax number.

### Attachments

For further information regarding specific documentation requirements, see The Guide (*Attachment Guidelines*) and the administrative and substantive completeness requirements following this section.

### Board Minutes or Board Resolutions\*

## Administrative Completeness Review

An administratively complete request includes the following:

- Board Minutes or Board Resolutions that provide evidence that the:
  - Proposed change has been approved or addressed by the charter holder (approving board);
  - Approving board aligns with what is currently on file with ASBCS; and
  - Board minutes comply with Open Meeting Law (if applicable); or
  - Board resolution is signed by all current board members if the approving board is not subject to Open Meeting Law.

## Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criterion (if applicable) is either deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.</li> </ul>
Compliance Check	<ul style="list-style-type: none"> <li><input type="checkbox"/> Charter holder is in compliance per the Board’s policy.</li> </ul>