

Address, Phone Number, Fax Number and E-mail Changes



To change the physical/mailing address, phone number, fax number, or e-mail address of your agency submit the following information and/or documentation:

A letter on your agency's letterhead and include the following:

1. The agency's license number. The number is located on agency's license.
2. The new physical/mailing address, phone number, fax number, or e-mail address of your agency. The e-mail must be agency specific.
3. Please specify if this change is to be made to the corporation's (owner) address, phone number, fax number, or e-mail address. If this is not included in the letter the Department will not change the legal entity's address (i.e. corporation, LLC).
4. Effective date of the change.
5. Signature of manager or owner on the letter (the name must be on record with the Department).

Once the documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

Submit change request to:

Bobbie Nelson Program
Program Director, PSA
Home and Community Based Care
2 N Meridian St., Section 4A 07
Indianapolis, IN 46204