

**STATE WATER RESOURCES CONTROL BOARD  
DIVISION OF WATER RIGHTS  
CONTACT INFORMATION UPDATE FORM**

This form is the official method for existing water right owners to notify the State Water Resources Control Board of contact information or agent changes for water right applications, permits, licenses, or registrations. To comply with regulations, submit this form within 30 days of the contact information change. Failure to do so could result in fines of up to \$500 per day (Cal. Code Regs., tit. 23, § 915). Please complete the form timely to avoid penalties.

**Submit this form by:**

**Email to:** [changerequest@waterboards.ca.gov](mailto:changerequest@waterboards.ca.gov); or

**By fax to:** (916) 341-5400.

1. Water Right ID(s) associated with this contact information update:

2. Update the contact information for (check one):                      Owner       Agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Should all correspondence be sent to this party? (Check one):      Yes       No

3. If you selected "No" in response to question 2, provide the contact information for the person that all correspondence should be sent to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate whether this is an Owner or Agent (check one):                      Owner       Agent

4. Additional information or other instructions regarding this change, if any: