



CCAP Change of Contact Information

Use this form to change or add contact information, including adding a new contact. Whenever possible, the change should be requested 60 days or more before the change.

NOTE: If any new contact is a key employee, Live Scans must also be obtained.

Provide all required information at one time, including copies of live scan forms.

CCAP Number(s) _____

Live Scan
Obtained
and Included

New Contact _____

Position _____

New Contact _____

Position _____

New Contact _____

Position _____

Date of Change _____

Change of Contact Information fee payable to the City of Arcata

Date Submitted _____

Accepted by _____

Approval Date _____

Action Taken _____