

Oregon State Bar Address Change Form

Use this form or go to www.osbar.org, log in as a member and follow the link to **View/Change Address**.

OSB members are required by Rule of Procedure 1.11 "Promptly to notify the Oregon State Bar in writing of any change" in the member's contact information. Contact information includes a current business address and telephone number, along with an email address for receipt of bar notices and correspondence. This rule applies to inactive as well as active members. The bar's online directory is updated daily with new information. Check your listing at www.osbar.org/members.

Home address: The bar does not maintain records of home addresses unless a member's home address is also the member's business address or is the only address available.

Public records: All OSB membership database information maintained by the bar is a permanent part of your membership file and is subject to disclosure under the Oregon Public Records Law (ORS 192.410 et seq.) pursuant to ORS 9.010.

How to make changes in your listing information:

Use the web: Use the online address change form available at: www.osbar.org. Use the member login link and follow the signs to **View/Change Address**. We recommend this method because the data is reviewed daily and is deposited directly into the member database.

Use email: You may also simply email your updated information to: addresschanges@osbar.org. Please remember to include your bar # and name in your email message. These changes must be review reviewed and then manually entered into the database.

Use this form: Make changes to your information in the area below and then mail or fax the form to the bar at:
Oregon State Bar, Attn: Address Changes, PO Box 231935, Tigard, OR 97281-19935 • Fax: (503) 684-1366 Attn: Address Changes

Effective Date (for future changes only):			
Bar #	Last Name	First Name	MI <input type="checkbox"/> Name Change
Phone # ()	Ext.	FAX # ()	
Email Address		Website Address	
Firm or Company Name (if any) for mailing (25 character limit, including spaces. Abbreviate if necessary to stay within this mailing label limit.)			
Business Address Line 1 (25 character limit, including spaces)			
Business Address Line 2 (25 character limit, including spaces)			
City		State	Zip
Oregon County of Residence		Country (for international addresses only)	
**If your Firm or Company Name exceeds the 25 character mailing label limit, print the complete name here.			
If you are changing the name and/or address of a firm and this change affects other OSB members, please list their bar numbers and names below:			

Set your listing preference for the OSB online directory:

- Please use my full listing. (default display)
- Limited listing:** Please list only my name, bar #, membership status, admit date, along with the following contact information (please choose one):
- primary phone primary email address both primary phone and email

Please note that the limited listing option applies only to the online membership directory located on the bar's website home page. Your full listing will be visible to OSB members who have logged into the secure member site before viewing the directory. Your full listing will also continue to be available to the public on request as a matter of public record. (OSB records are subject to the Oregon Public Records Law (ORS 192.410 et seq.) pursuant to ORS 9.010.)

Check your listing anytime in the online membership directory at www.osbar.org/members. Simply enter your name and/or bar number. The site is updated nightly with new data from the OSB membership database.

Control the way you prefer to receive communications from the bar:

You may want to have your bar notices sent to your primary email address and your issues of the *Bulletin* sent to your primary office address. Log in to your account at www.osbar.org and follow the **Communications Preferences** link to check your current settings and change your preferences.

(503) 431-6393 or toll-free in OR: (800) 452-8260 ext. 393.