

SC Certification and Maintenance Address Change Form

Address change affects various systems throughout the ISO, and may change the contractual agreement. This document and form describes the process to change an SC company address for systems only.

**Email ISO Contracts at RegulatoryContracts@caiso.com directly to update any applicable agreements before submitting this form.

Note: The SC contact list that the ISO has on file will also need to be updated to reflect the address and phone number changes. If you have questions about this process, please send an email to SCRequests@caiso.com.

1. **SC** - Notify ISO Customer Services of intent to change name at least 30 days prior to effective date of change via email at SCRequests@caiso.com
2. **SC** - Email Regulatory Contracts to update the appropriate agreements applicable:
RegulatoryContracts@caiso.com
3. **CAISO** - Customer Services will provide the current contact list that will need to be updated along with the Address Change form
4. **SC** - Complete the Address Change form, [update the contact list](#) and submit via CIDI ticket for processing.
5. **CAISO** - Customer Services will process the Address Change form to update settlements and market clearing systems. Update the SC registry. Notify contracts for verification of updates.

NEW Address Details

Effective Date:

Full Legal Company Name:

NEW Legal Address:

NEW City:

NEW State:

NEW ZIP:

Contact Name:

Phone:

Email:

CURRENT Address Details

CURRENT Legal Address:

CURRENT City:

CURRENT State:

CURRENT ZIP:

Contact Name:

Phone:

Email:

Indicate all SCIDs affected by the address change:

SCID:

SCID:

SCID:

Make sure an updated Scheduling Coordinator Contact List accompanies this form when submitting to the ISO at SCRequests@caiso.com.