

Oregon State Bar Address Change Form

Use this form or go to www.osbar.org, login as a member and follow the link to address changes.

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 business address and telephone number. This rule applies to inactive as well as active, active emeritus and active pro bono members. OSB membership records information and membership directory listing policies can be found in the OSB membership directory. Changes received by the **second week in November** will be included in the following year's membership directory. The online membership directory is updated daily with new information. Check your listing at www.osbar.org.

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

Public records: Remember that all membership database information maintained by the bar is a permanent part of your membership file and is subject to disclosure in accordance with the Oregon public records law.

How to make changes in your listing information

Use the web: We have an online address change form available on the bar's website: www.osbar.org. Use the member login link and follow the signs to *Address Changes*. We recommend this method because the data is reviewed daily and deposited directly into the member database.

Use e-mail: You may also simply e-mail your updated information to: addresschanges@osbar.org. Please remember to include your **bar # and name** in your e-mail message. These changes must be reviewed and 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 97281-1935

Fax: (503) 684-1366
Attn: Address Changes

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

Effective Date (for future changes only):			
Bar #	Last Name	First Name	M.I. <input type="checkbox"/> Name Change
Phone # ()	Ext.	FAX # ()	
E-mail 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 for inclusion in the Membership Directory.			
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. Please list only my **name, bar # and membership status** in the OSB online directory.

Check your listing 24/7 in the online membership directory at www.osbar.org/members

Simply enter your name and/or bar number. This 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 e-mail address and your issues of the *Bulletin* sent to your primary office address. Log in to your online account at www.osbar.org and follow the **Communications Preference** link to check your current settings and to change your preferences.