

STEP-BY-STEP USER GUIDE FOR PHYSICIANS TO COMPLETE CHANGE OF ADDRESS ONLINE – www.breeze.ca.gov

If you previously registered in the BreEZe system, enter your User ID and Password in the **Returning User** section located on the right column, click the **Sign In** button

NOTE: If you have never registered in the BreEZe system, please go to http://www.mbc.ca.gov/Licensees/License_Renewal/Physicians_and_Surgeons.aspx and view pages 2 through 8 of the “Step-by-Step User Guide for Physicians to Renew Online”. These pages explain how to create a new user account and connect your license to that account.

DCA BreEZe Online Services

Welcome to the California Department of Consumer Affairs (DCA) BreEZe Online Services. BreEZe is DCA's new licensing and enforcement system and a one-stop shop for consumers, licensees and applicants! BreEZe enables consumers to verify a professional license and file a consumer complaint. Licensees and applicants can submit license applications, renew a license and change their address among other services.

- If you were registered with the DCA Online Professional Licensing services before, you will need to re-register with BreEZe.
- BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

FOR CONSUMERS
Check Licenses and file complaints.

[Verify a LICENSE](#) [File a COMPLAINT](#)

FOR APPLICANTS AND LICENSEES
Applicant and licensing needs are available here.
You will need to [register](#), or use your existing user name and password

Returning User ←

Fields marked with * are required

* User ID:

* Password:

[Forgot Password?](#) [Forgot User ID?](#) [Sign In](#)

New Users
[BreEZe Registration](#)

[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#)
Copyright © 2013 State of California

Change of Address:

Once you have successfully logged onto the BreEZe system, you should see the **Quick Start Menu** screen.

1. On the left hand side of the screen, under the section License Activities, subsection Manage your license information, click the down arrow of the Choose Application box and select **Change of Address**. Click the **Select** button next to the option.

The screenshot displays the BreEZe system interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BreEZe logo. Navigation links for 'About BreEZe', 'FAQ's', and 'Help/Tutorials' are visible. Below the header, a blue bar indicates the user is logged in, with links for 'Update Profile', 'Logout', and 'Contact Us'. The main content area is titled 'Quick Start Menu' and contains several sections: 'License Activities', 'Additional Activities', and 'Applications'. Under 'License Activities', the 'Manage your license information' subsection is expanded, showing a dropdown menu with 'Change of Address' selected and a 'Select' button. Two red arrows point from the text in the instructions to the dropdown menu and the 'Select' button. Other options in the 'License Activities' section include 'It is time to Renew!' and 'Physician and Surgeon'. The 'Additional Activities' section includes 'Add Authorized Representative' and 'License Notification Subscriptions'. The 'Applications' section includes 'Start a New Application or Take an Exam' and 'View Application Status'. A footer at the bottom contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for the State of California.

2. Change of Address – Introduction

Read the information then proceed to the bottom of the page/screen and click the **Next** button.

The screenshot shows a web application interface for the Department of Consumer Affairs. At the top, there is a header with the CA.GOV logo, the text 'Department of Consumer Affairs', and the 'BREZE' logo. Navigation links for 'About BreEZe', 'FAQ's', and 'Help/Tutorials' are visible. Below the header, a blue bar contains 'Logged in as' and links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Change of Address - Introduction' and includes a sidebar with a table of contents: Introduction, Information Privacy Act, Name and Personal/Organization Details, Contact Details, and Application Summary. The main text provides instructions, a link to the record address page, and contact information for the Medical Board of California's Help Desk and license-specific questions. At the bottom right of the main content area are 'Next' and 'Cancel' buttons. A footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2013 State of California.

CA.GOV Department of Consumer Affairs BREZE About BreEZe FAQ's Help/Tutorials

Logged in as Update Profile | Logoff | Contact Us

Introduction	Change of Address - Introduction
Information Privacy Act	Review the detailed instructions and information before proceeding at http://www.mbc.ca.gov/licenses/Address_of_Record.aspx .
Name and Personal/Organization Details	California Business and Professions Code Section 2021 requires all licensees to report each and every change of address within 30 days after each change.
Contact Details	For Online/Technical Assistance with BreEZe , contact the Medical Board of California's Help Desk: Phone: (916) 263-2205 (Monday-Friday 7:00 am PST - 5:00 pm PST, excluding holidays)
Application Summary	For License Specific Questions , contact the Medical Board of California: Phone: (800) 633-2322 (Toll-Free) (916) 263-2382 (Monday-Friday 8:00 am PST - 5:00 pm PST, excluding holidays) Email: webmasters@mbc.ca.gov

Press "Next" to continue.
Press "Cancel" to exit this application.

Next Cancel

[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#)
Copyright © 2013 State of California

3. Change of Address – Information Privacy Act

Please read the information then click the **Agree** button.

The screenshot shows the BreEze website interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREEZE logo. Navigation links for 'About BreEze', 'FAQ's', and 'Help/Tutorials' are visible. A user is logged in, with options to 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Change of Address - Information Privacy Act'. It contains a notice stating that all items in the application are mandatory and none are voluntary. The notice explains that the information is requested by the Licensing Program of the Medical Board of California and will be used to verify the licensee's identification and determine their qualifications for licensing. It also provides contact information for the Licensing Program Chief. At the bottom of the main content area, there are 'Agree' and 'Cancel' buttons. A footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2013 State of California.

CA.GOV Department of Consumer Affairs BREEZE About BreEze FAQ's Help/Tutorials

Logged in as Update Profile | Logoff | Contact Us

Introduction
Information Privacy Act
Name and Personal/Organization Details
Contact Details
Application Summary

Change of Address - Information Privacy Act

NOTICE: All items in this application are mandatory; none are voluntary.

This information is requested by the Licensing Program of the Medical Board of California. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information provided will be used to verify the licensee's identification and determine your qualifications for licensing per sections 118, and 2080, et. seq. of the California Business and Professions Code, which authorizes the collection of this information.

The Licensing Program Chief is the custodian of records. Access to records by the individual to whom they pertain may be obtained under the Information Practices Act, Civil Code Section 1798.17, by contacting the custodian of records at 2005 Evergreen Street, Suite 1200, Sacramento, CA 95815, (916) 263-2389.

Press "Agree" to continue.

Press "Cancel" to exit this application.

Agree Cancel

[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#)
Copyright © 2013 State of California

4. Change of Address– Name and Personal Details

Verify information is correct then click the **Next** button.

The screenshot shows the BREZE website interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREZE logo. Navigation links for 'About BreEZe', 'FAQ's', and 'Help Tutorials' are visible. Below the header, there is a 'Logged in as' section with links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Change of Address - Name and Personal Details'. It contains instructions: 'Confirm your name is correct as shown below. If there are any discrepancies with your name, press "Cancel" and contact the Board immediately.', 'Press "Previous" to go back.', 'Press "Next" to continue.', and 'Press "Cancel" to exit this application.'. The form displays the user's name as 'First Name: JANE', 'Middle Name:', 'Last Name: DOE', and 'Name Suffix:'. At the bottom right of the form are three buttons: 'Previous', 'Next', and 'Cancel'. At the bottom of the page, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'Copyright © 2013 State of California'.

5. Change of Address– Address Detail Summary

To change the Address of Record: Click the blue link, **Address of Record (Required)**

To change the Confidential Address: Click the blue link, **Confidential Address**

NOTE: A Confidential Address is not required unless your Address of Record is a PO Box.

Logged in as Skip navigation
Update Profile | Logoff | Contact Us

Change of Address - Address Detail Summary

You are required to maintain an **Address of Record** with the Medical Board of California. California Business and Professions Code Section 2021 requires all licensees to report each and every change of address within 30 days after each change. **All licenses, renewals, and all other official correspondence will be sent to the Address of Record provided.**

NOTE: California law requires the Board to provide upon written or verbal request, the Address of Record of any licensed practitioner. The Address of Record will be released to any entity or individual who inquires and is also available to the public on the Board's website. Each licensee should carefully consider the Address of Record provided to the Board, and may wish to use an office, employer's address, or a Post Office (PO) Box as the Address of Record.

If the "Next" button below is inactive/Gray, the minimum required information has not been provided. The following address types can be edited:

- Address of Record (Required)
- Confidential Address

Phone Number and Email Address information will not be publicly disclosed.

If your Address of Record is a PO Box, you are required by law to provide the Board with a physical street address as a Confidential Address, which will not be publicly disclosed. The street address of a private mailbox service may not be used as a Confidential Address.

The following address types need to be updated to include required information. Please modify them by clicking on the links for the relevant addresses below.

- Confidential Address

Press "Next" to continue.
Press "Add" to enter an additional address.
Press "Cancel" to exit this application.

License Specific Addresses	
Address of Record (Required)	Name: DOE, JANE Address: 1234 Main St ANYTOWN , CA 90000 US Phone Number: 916 555-6715 E-mail: anydoc@anydoc.com
Confidential Address	Name: DOE, JANE Address: 9876 Main St CA 95815

Previous Next Cancel

6. Change of Address– Maintain Contact Details

Fill in the required field (designated by red asterisks) for the **Address of Record**. Please include your telephone number and email address, which are **not public information**. Then click the **Continue** Button.

NOTE: Senate Bill 806 requires all licensees to report an email address to the Board. Please do so by inputting your email address in the email field.

The screenshot shows a web form titled "Change of Address - Maintain Contact Details" from the Department of Consumer Affairs (BREZE). The form is for updating address information. It includes a sidebar with navigation links: Introduction, Information Privacy Act, Name and Personal/Organization Details, Contact Details (selected), and Application Summary. The main content area contains instructions and a form with the following fields:



- Address of Record (Required)**
- Address Line 1: 1234 Main St
- Address Line 2: (empty)
- Address Line 3: (empty)
- City: Anytown
- State: California (dropdown)
- Zip Code: 00000
- County: (dropdown)
- Country: United States (dropdown)
- Phone Number: 916 555-6715
- Extension: (empty)
- E-mail: anydoc@anydoc.com
- Home Number: (empty)
- Cell Number: (empty)

At the bottom right of the form are "Continue" and "Cancel" buttons. The footer contains links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", along with the copyright notice "Copyright © 2013 State of California".

7. Change of Address– Address Detail Summary

Review the changes, then click the **Next** button.

NOTE: A Confidential Address is not required unless your Address of Record is a PO Box. Choose the **Add** button to add the required Confidential Address.



Department of Consumer Affairs

About BreEZe | FAQ's | Help Tutorials

Logged in as [Skip navigation](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Change of Address - Address Detail Summary

You are required to maintain an **Address of Record** with the Medical Board of California. California Business and Professions Code Section 2021 requires all licensees to report each and every change of address within 30 days after each change. **All licenses, renewals, and all other official correspondence will be sent to the Address of Record provided.**

NOTE: California law requires the Board to provide upon written or verbal request, the Address of Record of any licensed practitioner. The Address of Record will be released to any entity or individual who inquires and is also available to the public on the Board's website. Each licensee should carefully consider the Address of Record provided to the Board, and may wish to use an office, employer's address, or a Post Office (PO) Box as the Address of Record.

If the "Next" button below is inactive/Gray, the minimum required information has not been provided. The following address types can be edited:

- Address of Record (Required)
- Confidential Address

Phone Number and Email Address information will not be publicly disclosed.

If your Address of Record is a PO Box, you are required by law to provide the Board with a physical street address as a Confidential Address, which will not be publicly disclosed. The street address of a private mailbox service may not be used as a Confidential Address.

Press "Previous" to go back.
Press "Next" to continue.
Press "Add" to enter an additional address.
Press "Cancel" to exit this application.

License Specific Addresses

<u>Address of Record (Required)</u>	Name:	DOE, JANE
	Address:	1234 Main St Anytown , CA 00000 US
	Phone Number:	916 555-6715
	E-mail:	anydoc@anydoc.com
	Home Number	
	Cell Number	

[Previous](#) [Next](#) [Add](#) [Cancel](#)

8. Change of Address– Maintain Contact Details

Fill in the appropriate boxes for the **Confidential Address**. Make sure the Country field is filled in. Then click the **Continue** Button.

The screenshot shows the BREZE website interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREZE logo. Navigation links for 'About BreEZe', 'FAQ's', and 'Help Tutorials' are visible. A 'Site navigation' link is also present. Below the header, a blue bar indicates the user is logged in as 'as' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Change of Address - Maintain Contact Details'. It contains instructions: 'Update your address information below. Required fields are denoted with a red asterisk (*). Phone Number and Email Address information will not be publicly disclosed for any Address Type.' It also provides instructions for 'Continue', 'Delete', and 'Back' buttons. The form is for a 'Confidential Address' and includes the following fields: Address Line 1 (9876 Oak St), Address Line 2, Address Line 3, City (Anytown), State (California), Zip Code (00000), County, and Country (United States). At the bottom right of the form are buttons for 'Continue', 'Delete', and 'Cancel'. At the very bottom of the page, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2013 State of California.

9. Change of Address– Application Summary

Verify that the address information is correct, then click the **Next** button.

CA .GOV Department of Consumer Affairs BREZE About BreZE FAQ's Help/Tutorials

Logged in as [Skip navigation](#) [Update Profile](#) | [Logout](#) | [Contact Us](#)

Change of Address - Application Summary

Verify the information below. If any of the information is not correct, press "Previous" to return to the appropriate screen to make corrections.

Press "Previous" to go back.
Press "Next" to continue.
Press "Cancel" to exit this application.

Change of Address Summary

License Type:	Physician and Surgeon A
File Number:	118132
License Number:	000000
Application Date:	08/02/2016 (mm/dd/yyyy)

Personal Details

First Name:	JANE
Middle Name:	
Last Name:	DOE

Addresses

License Specific Addresses

Address of Record (Required)

Name:	DOE JANE
Address:	1234 Main St Anytown , CA 00000 US
Phone Number:	916 555-6715
E-mail:	anydoc@anydoc.com
Home Number	
Cell Number	

[Previous](#) [Next](#) [Cancel](#)

10. Change of Address– Attestation

Please read the information, select the **YES** radio button then click the **Submit** button.

CA .GOV Department of Consumer Affairs BREZE About BreZE FAQ's Help/Tutorials

Logged in as: [Skip navigation](#) [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Change of Address - Attestation

In order to submit your Change of Address, you must complete the attestation question below.

Press "Previous" to go back.

Press "Submit" to submit this application.

Press "Cancel" to exit this application.

I declare under the penalty of perjury under the laws of the State of California that the information contained in this application is true and correct and that I have read and understand the disclosure statements provided in the instructions for this application. I hereby grant the Department of Consumer Affairs entity permission to verify any information contained in this application.

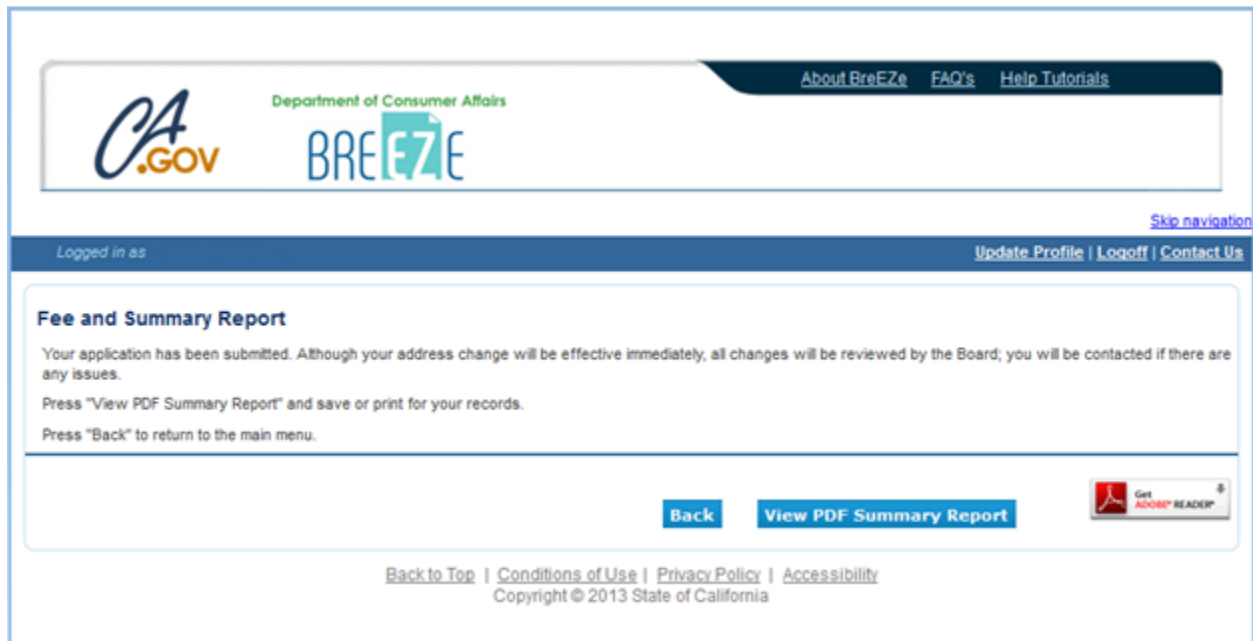
Yes
 No

[Previous](#) [Submit](#) [Cancel](#)

[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#)
Copyright © 2013 State of California

11. Change of Address– Fee and Summary Report

There is no fee to change your address. At this point, your address change(s) are completed. Click the **Back** button to return to the **Quick Start Menu**.



The screenshot displays the BREZE website interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREZE logo. Navigation links for 'About BreEZe', 'FAQ's', and 'Help Tutorials' are visible. A 'Skip navigation' link is located on the right. Below the header, a blue bar indicates the user is 'Logged in as' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Fee and Summary Report' and contains the following text: 'Your application has been submitted. Although your address change will be effective immediately, all changes will be reviewed by the Board; you will be contacted if there are any issues. Press "View PDF Summary Report" and save or print for your records. Press "Back" to return to the main menu.' At the bottom of this section, there are two buttons: 'Back' and 'View PDF Summary Report', along with an Adobe Reader icon. The footer includes links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', and a copyright notice for 2013 State of California.