

# City Officials Update Revision Form

## Instructions



Department for Local Government  
Cities and Special Districts Branch  
100 Airport Road, 3rd Floor  
Frankfort, KY 40601  
(502)-573-2382

**Please note that this form allows cities to send updated city information to DLG if any changes occur mid-year. The City Officials Update Form should still be completed annually.**

1. Fill in the form.
  - Complete the applicable fields. **Note:** the Official Name of the City is required.
2. Email the form to:

dlg-csd@ky.gov
3. Receive a confirmation email.

When the form is received and reviewed, you will receive a confirmation email acknowledging receipt of the form and your request for your city official information change for the following fiscal year.

Date: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Official City Name (required): \_\_\_\_\_

**Old City Information:**

Business Hours: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Old Telephone: \_\_\_\_\_

Old Fax Number: \_\_\_\_\_

**#1 Old Contact Information:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Old Contact Phone: \_\_\_\_\_

Old Contact Email: \_\_\_\_\_

**#2 Old Contact Information:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Old Contact Phone: \_\_\_\_\_

Old Contact Email: \_\_\_\_\_

**New City Information:**

Business Hours: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

New Telephone: \_\_\_\_\_

New Fax Number: \_\_\_\_\_

**#1 New Contact Information:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

New Contact Phone: \_\_\_\_\_

New Contact Email: \_\_\_\_\_

**#2 New Contact Information:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

New Contact Phone: \_\_\_\_\_

New Contact Email: \_\_\_\_\_

#3 Old Contact Information:

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Old Contact Phone: \_\_\_\_\_

Old Contact Email: \_\_\_\_\_

#3 New Contact Information:

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

New Contact Phone: \_\_\_\_\_

New Contact Email: \_\_\_\_\_

#4 Old Contact Information:

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Old Contact Phone: \_\_\_\_\_

Old Contact Email: \_\_\_\_\_

#4 New Contact Information:

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

New Contact Phone: \_\_\_\_\_

New Contact Email: \_\_\_\_\_

#5 Old Contact Information:

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Old Contact Phone: \_\_\_\_\_

Old Contact Email: \_\_\_\_\_

#5 New Contact Information:

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

New Contact Phone: \_\_\_\_\_

New Contact Email: \_\_\_\_\_