

**3774-2-04 Duty to update information.**

(A) All applicants and licensees shall update the executive director, in writing, with any information sought in the application that has changed from the submission of the application throughout any period of the license that may be or has been granted, unless otherwise instructed in writing by the executive director.

(B) All information required to be submitted under this rule must include the name of the applicant or licensee and license number, if applicable, and be submitted in the manner prescribed by the executive director within ten days after the change or occurrence of the event.

(C) This rule does not prohibit the executive director from requiring any further additional information or updates.