

Pre-Change **Address Update Checklist**

Complete This BEFORE You Change Your Address On Google My Business

Why this order matters: Google cross-references your new address against citations, your website, and public records. Skip any step below and Google may reject your address change. Follow this sequence to get approved on the first submission.

Step 1: Update your business registration (1 to 5 days)

- Articles of Organization filed with new address
- State business license updated
- DBA filings updated (if applicable)
- Federal documents updated (SS-4 records with IRS)

Step 2: Update your website (30 minutes)

- Contact page address updated
- Footer address updated
- LocalBusiness schema markup updated
- Google Search Console submitted with Change of Address (if domain also changed)
- Embedded Google Map updated to new location

Step 3: Update your top citations (2 to 3 hours)

- Yelp
- Apple Maps Connect
- Bing Places for Business
- Facebook Business Page
- Better Business Bureau (BBB)
- Industry-specific directories (Angi, HomeAdvisor, Houzz, etc.)
- Chamber of Commerce listings

Step 4: Update USPS and key services (1 day)

- USPS Change of Address filed
- Business mail forwarding set up
- Bank account address updated
- Insurance providers notified
- Vendor and supplier contacts updated

Step 5: Gather proof for re-verification

- Recent utility bill (electric, water, or internet) at the new address
- Signed lease or property deed
- Updated business license with new address
- Photo of exterior business signage at new location
- Photo of interior workspace at new location

Then change your address on Google My Business

Once every box above is checked, you are ready to update your address on Google. Google will then verify the new location against the sources you just updated, and your change will go through on the first try.

Need help with the Google steps? **Read our [step-by-step guide to changing your address on Google My Business](#).**

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