

# Updating an Address in Jenzabar

## AA\_AT\_DB\_05

Responsible Officer  
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Responsible Office  
Registrar, Development, Admissions,  
Approving Body  
Board of Trustees

### **Policy Statement**

When a request comes to change the address of a person/entity inside of Jenzabar, only the 'owner' of the record is allowed to update the address. If the request comes to someone else, or a different office than the owner of the record, the request needs to be forwarded to the owner. The owner will verify the address using the USPS tool and put the new address as active in the record. The previous address should be saved in the address history screen inside of Jenzabar.

### **Rationale**

This will prevent incorrect address updates or people who should not be doing the update to get involved.