

How to fill out the trade name change form

You **MUST** use this form to list your license in any way other than your individual name at initial licensure or to change it in any way while licensed.

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- 1) License number. If you don't have one YET and have passed an exam, leave it blank.
- 2) Last 4 of your social.
- 3) Your individual name.
- 4) Your home address/physical address and mailing
- 5) Your phone number
- 6) Your NEW business address information

Page 2 ONLY FILL OUT ONE SECTION DESCRIBING THE COMPANY

- 1) Are you putting the license BACK into your name? Check individual
- 2) Are you part of a partnership? Yes or no. If yes, what is it called? Who are you partners with and what will be your position in the company?
- 3) Is the business a sole proprietorship? Yes or no. If yes, what is it called? Who is the owner of the sole prop? What will your position be?
- 4) Is it a corporation or LLC (even if you are the only person in the LLC or corporation)? Where was it registered originally - what state? If you have officers, etc, fill them in, if not, leave them blank. What will be YOUR position in the company? What is the NC Secretary of State ID number? ALL corporations/LLCS must be registered in NC with the NC Secretary of State to be listed in our system.

Page 3 ONLY FILL OUT ONE SECTION DESCRIBING THE COMPANY

- 1) Are you using a dba with your corporation or LLC? IF so, ONLY FILL OUT THIS SECTION and NOT THE LLC section. What is the DBA and who is the corporate or LLC owner? What will your position be at the DBA?
- 2) If you will be listed in a county/city (municipality) or a hospital, university or "Other" (usually a manufacturing facility) list it here. This section is usually for State & Local Government licenses or Fire Sprinkler Maintenance Techs or Fire Sprinkler Inspection Techs who are not with e Fire Sprinkler Company.

The notary section **MUST** be filled in prior to submitting the form in any way. It doesn't matter WHERE it is notarized.