

**REQUEST FOR CHANGE OF NAME AND/OR ADDRESS**

Mail Completed Form to: N.C. State Board of Examiners of Electrical Contractors, P. O. Box 18727, Raleigh, NC 27619

**SEE INFORMATION ON BACK OF THIS FORM**

LICENSE NUMBER \_\_\_\_\_

1. NAME AND ADDRESS IN WHICH LICENSE IS NOW ISSUED: \_\_\_\_\_  
\_\_\_\_\_

2. NAME AND COMPLETE MAILING ADDRESS IN WHICH LICENSE IS TO BE REISSUED: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS LOCATING ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ FAX NO.: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

HOME: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

3. DO YOU PLAN TO CONDUCT AN ELECTRICAL CONTRACTING BUSINESS: FULL-TIME? \_\_\_\_\_ PART-TIME? \_\_\_\_\_

4. INDICATE THE NATURE OF YOUR BUSINESS **AND** GIVE NAME OF OWNER, PARTNERS, OFFICERS OR MEMBERS BELOW:

SOLE PROPRIETORSHIP  PARTNERSHIP  CORPORATION  LIMITED LIABILITY COMPANY

5. HAS THE OWNER (IF A SOLE PROPRIETORSHIP), ANY PARTNER (IF A PARTNERSHIP), ANY OFFICER (IF A CORPORATION), ANY MEMBER (IF A LIMITED LIABILITY COMPANY), OR ANY QUALIFIED INDIVIDUAL BEEN CONVICTED OF A CRIME, OR IS ANY SUCH PERSON PRESENTLY SERVING OR HAS HE/SHE COMPLETED ANY PERIOD OF INCARCERATION, PROBATION OR PAROLE DURING THE LAST 3 YEARS FOR ANY FELONY, OR DURING THE PAST YEAR FOR ANY MISDEMEANOR (EXCLUDING MINOR TRAFFIC VIOLATIONS)? YES \_\_\_ NO \_\_\_ IF **YES**, EXPLAIN ON REVERSE SIDE OF THIS FORM AND PROVIDE A COPY OF THE COURT JUDGMENT. IF A COPY OF THE COURT JUDGMENT WAS PREVIOUSLY SUBMITTED \_\_\_\_\_ AND **DO NOT RE-SUBMIT**.

6. IF THIS BUSINESS IS A PARTNERSHIP, CORPORATION, OR LIMITED LIABILITY COMPANY, OR IF THE OWNER IS SOMEONE OTHER THAN THE QUALIFIED INDIVIDUAL, THIS REQUEST, INCLUDING THE FOLLOWING STATEMENT, MUST BE SIGNED BY A PARTNER (IF A PARTNERSHIP), AN OFFICER (IF A CORPORATION), A MEMBER (IF A LIMITED LIABILITY COMPANY), OR THE OWNER (IF A SOLE PROPRIETORSHIP):

This is to certify that \_\_\_\_\_ (name of qualified individual) is employed full-time/part-time by \_\_\_\_\_ (name of company) and that he/she has the specific duty and authority to provide direct supervision of all installations, maintenance, alteration or repair of any electrical wiring, devices, appliance or equipment done in the name of the licensee in the State of North Carolina. The STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS will be notified **WITHIN FIVE DAYS** of any additions to or loss of the employment of qualified individuals (See NCGS 87-43.2).

\_\_\_\_\_ SIGNED

\_\_\_\_\_ TITLE

\_\_\_\_\_ SS# OF QUALIFIED INDIVIDUAL \_\_\_\_\_

Signature of Qualified Individual

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REQUEST APPROVED \_\_\_\_\_ BY \_\_\_\_\_ CURRENT LICENSE RETURNED & DESTROYED \_\_\_\_\_

DATA ENTRIES \_\_\_\_\_ BY \_\_\_\_\_ B.A. \_\_\_\_\_ NEW LICENSE MAILED \_\_\_\_\_ DELIVERED \_\_\_\_\_

**TITLE 21, CHAPTER 18B, NORTH CAROLINA ADMINISTRATIVE CODE:**

**.0402 LICENSE NAME REQUIREMENTS**

(a) Issuance of License. The name in which a license is issued must be distinguishable upon the records of the Board from the name in which a license has already been issued. If the name requested, after deleting all spaces, punctuation marks, articles, prepositions, conjunctions and, whether abbreviated or not, "corporation," "incorporated," "company," or "limited," is not identical to the name in which a license has already been issued, it shall be distinguishable. The substitution of a numeral for a word that represents the same numeral shall not make the name distinguishable.

(b) Name In Which Business Must Be Conducted. All electrical contracting business, including all business advertising and the submission of all documents and papers, conducted in the state of North Carolina by a licensee of the Board shall be conducted in the exact name in which the electrical contracting license is issued.

(c) Notification of Address and Telephone Change. All licensees shall notify the Board in writing within 30 days of any change in location or mailing address and telephone number.

*History Note: Authority G.S. 87-42;*

*Eff. October 1, 1988;*

*Amended Eff. March 1, 1999; February 1, 1996.*