

**BOARD FOR LICENSING CONTRACTOR**

500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1150
(615) 741-8307 or Fax (615) 532-2868

<http://www.tn.gov/commerce/section/contractors-home-improvement>

Email: Contractors.home-improvement@tn.gov - ATTN Revision
Section

Coming Soon!

Online Application for
Revisions at:
<http://core.tn.gov>

For Office Use

Prof: 1801
Xact#: 8045 – Name Chg
Lic ID: _____

NO FEE

*Please review
instructions on page 4
before completing
name change request!*

APPLICATION FOR NAME CHANGE

1. License ID#: 000 _____ Expiration Date: ____/____/____
2. CURRENT LICENSE NAME: _____
3. Current Licensed Mode of Operation: ____Sole Prop. ____Corporation ____Partnership ____LLC
▪ Will Mode of Operation remain the same? ____Yes ____*No – If “No”, do not complete “Name Change” application
4. Address: _____
(Address Change: ____Yes - Address above indicates new address / ____No - There has been no change)
5. Phone: (____)____-____ FAX:(____)____-____
6. Email: _____
8. **OWNERS / OFFICERS (approved by Board prior to change):**
(Ownership) (Ownership)
1. _____ - ____% 2. _____ - ____%
3. _____ - ____% 4. _____ - ____%
9. Complaint History, Felony Convictions or Unpaid Judgments? ____No ____*Yes – Attach Explanation

NEW COMPANY NAME INFORMATION

1. NEW LICENSE NAME: _____
(Note: Mode of Operation must be the same as currently licensed as indicated above)
2. Change in Owners or Officers? ____No (same as above) ____Yes - List below (Majority ownership change, do not complete this form; must file new application)
Ownership Ownership
1. _____ - ____% 2. _____ - ____%
3. _____ - ____% 4. _____ - ____%
3. Has Qualifying Agent Changed? ____No ____*Yes - Name: _____ SS# ____-____-____
*Note: If QA has changed, must submit “QA Change” form
4. Number of Employees: _____
5. Attachments: ____ Certificate of Insurance for GL / WC ____ Contractor's Affidavit (page 2)
(If applicable) ____ Corporate Amendment from SOS ____ Letter of Relinquishment (page 3)

____ - Approved _____ - Hold – Incomplete: _____
____ - Board Review Needed _____ - Denied: _____
____ - Complaints/Felony/Judgments By: _____ Date: ____/____/____

CONTRACTOR'S AFFIDAVIT – NAME CHANGE REQUEST

(To be signed by owners, officers and Qualifying Agent)

1. _____
List Contractor's New Name as to be Licensed)

Mode of Operation: { } Corporation { } Partnership { } Individual { } Limited Liability Company

2. To the best of my knowledge, information, and belief, a petition in bankruptcy { } ***HAS { } HAS NOT** been filed within seven (7) years preceding the filing of this application from any person who is an officer, owner, partner of this entity. *(If such petition has been filed, attach information and an explanation of the proceedings hereto as part of affidavit.)*

3. As "Contractor" (owner/proprietor or partner, officer, director, qualifying agent or major stockholder) with this company, firm, or corporation, do hereby affirm, I/we { } ***HAVE { } HAVE NOT** been convicted of a felony, participated or any other conduct which constitutes improper, fraudulent, or dishonest dealings, involvement with any company who is in violation of T.C.A. 62-6-118. *(If you checked "HAVE", please attach an explanation, court document, probation release, etc. Please note, subject to background check and the Board may deny license based on any felony conviction.)*

4. As "Contractor", I/we { } ***HAVE { } HAVE NOT** bid, offered to engage or performed any construction, in the State of Tennessee, where the amount of the contract would require a license to engage in contracting, **in the new name to be licensed**. If so, please attach an explanation.

I/we affirm in applying to the Tennessee Board for Licensing Contractors for a license name change to engage in contracting with the State of Tennessee, hereby depose and say as follows:

Information provided in this application is true and correct, submitted to the Board for Licensing Contractors for the express purpose to change the license name of contractor's license, in the State of Tennessee. Further, there has been no change in ownership, merger or reorganization pursuant bankruptcy, which requires a new license.

***If you checked "HAVE" or "HAS", please attach explanation-**

The individual, owners, qualifying agent(s), partners, major officers, controlling stockholders, or Chief Executive Officer duly authorized by the Board of Directors, with this entity, must execute this affidavit)

(Print Name) (Title) (Signature)

(Print Name) (Title) (Signature)

(Print Name) (Title) (Signature)

(Print Name) (Title) (Signature)

Affirmed, witnessed and subscribed before me this _____ day of _____, 20 _____.

(NOTARY PUBLIC)

(SEAL)

My Commission Expires: _____

LETTER OF RELINQUISHMENT

(Name Change Request)

Date: _____

LICENSE ID # _____

I, _____, formerly of _____,
(Name of Person Leaving) *(Name of Company Licensed)*

hereby relinquish all rights to said license. Further, I understand by relinquishing these rights, I would need to reapply for a contractor's license before offering to engage as a contractor a license is required, pursuant T.C.A. § 62-6-102.

(Signature)

Affirmed, witnessed and subscribed before me this _____ day of _____, 20_____.

(Notary Public)

My Commission Expires: _____

State of _____

County of _____

*Page 3 is only needed if a former owner is leaving the licensed company.

(Note: License cannot be transferred to new owners!)

Coming Soon!

Online application to apply for a Name Change and other Revisions at <http://core.tn.gov>

NAME CHANGE – INSTRUCTIONS (No Fee)

If a licensee wants to change the name from how they operate and it does not affect their mode of operation or majority ownership, they may apply for a name change revision to their license. A revised license must be approved by the Board prior to contracting in the new name or it could be considered unlicensed contracting. Additional information may be reviewed from the website at:

<https://www.tn.gov/commerce/regboards/contractors/licensee-applicant-resources/forms-and-downloads.html>

NOTE: Do **NOT** complete the “Name Change” form for the following:

- Mode of operation change (*including dissolving a partnership*)
- Change of ownership (majority must remain the same)

CHECK LIST/ATTACHMENTS

1. The Board cannot issue a license in a name already licensed, therefore, please check to see if the name is available by going to: <http://verify.tn.gov/> Doing so will prevent having to change to a different name should a complaint be filed for using a name already licensed. If a corporation or LLC, check with the Tennessee Secretary of State's office to ensure the corporate name is not taken at: <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>
2. Please complete the “Name Change” application [page 1], with the “Contractor's Affidavit” [page 2] signed and notarized by all owners, officers and qualifying agents. If there is an existing owner or officer leaving the company, they must sign the “Relinquishment” form [page 3].
3. Include “Certificate of Insurance” in the new name (general liability insurance and if applicable, workers' compensation). Coverage must be in the minimum amount based on your license monetary limit. If limit is less than \$500,000, \$100,000 is minimum coverage; up to \$1,500,000, is \$500,000; and if more than \$1,500,000, \$1,000,000.
4. If the current mode of operation is a corporation or LLC, attach a copy of an amended “Certificate of Authority” or “Articles of Organization” from the Tennessee Secretary of State showing where it has been amended with the updated name. To file for these changes, contact the Tennessee Secretary of State's office at (615) 741-2286 or <https://sos.tn.gov/business-services/business-entity-filings>
5. Send the completed “Name Change” application to the Board office by the deadline date, which is the last day of the month prior to a Board meeting. For example, to apply for a revision at the November Board meeting, must submit by October 31st. (The Board meets during the months of January, March, May, July, September and November.) No personal interview is required unless there are complaints or unpaid judgments and in this case, licensee must include an attached explanation.
6. Do not contract in the new name until new license has been approved. You may check the status online at: <http://verify.tn.gov/> **Coming Soon!** Check online to print your own license certificate at: <http://core.tn.gov>
7. If changing name during renewal time, mail separately. These are processed by different sections. You may receive two (2) license certificates; one for the revision and the other for the renewal. It is up to the licensee to confirm information on any certificate received in the mail.

IMPORTANT

- A change in majority ownership, merger, reorganization due to bankruptcy, or purchase by nonstockholders, or partnership dissolving, must apply for a new license in lieu of name change revision. Complete “Contractor's New License Application” which is available from the website at: <http://www.tn.gov/commerce/regboards/contractors/license-applicant-resources/forms-and-downloads.html>
- For a change in mode of operation, must apply for a transfer revision. Complete the Change/Transfer Mode of Operation” in lieu of a name change, which is available from the website at: <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/ContModeChangeForm.pdf>