



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Office of Consumer Protection
 Regulated Business Section
 124 Halsey Street, 7th Floor, P.O. Box 46016, Newark, NJ 07101



HEC to HIC Change Form

**Conversion from a Home Elevation Contractor Registration (HEC)
 to a Home Improvement Contractor's Registration (HIC)**

Business Name of Home Elevation Contractor : _____

Home Elevation Contractor Registration Number: _____

Business Name of Home Improvement Contractor : _____

Home Improvement Contractor Registration Number: _____

Check the box that applies and return with the appropriate paperwork.

- If you currently have an active HEC registration and are requesting to reinstate a HIC registration number (that is currently Inactive) you must submit the following:
- A home improvement contractor application form - for informational purposes (Note: an application fee is **NOT** required); and
 - A current certificate of commercial general liability insurance in the amount of at least \$500,000 per occurrence.

Note: Your HEC registration will be changed to INACTIVE. The HIC registration number that you previously held will be reinstated and will be ACTIVE through the current registration period.

- If you If you did not previously have a HIC registration number you must submit the following:
- A home improvement contractor application;
 - Supporting documentation (such as a certificate of incorporation/formation document/trade name);
 - A current certificate of commercial general liability insurance in the amount of at least \$500,000 per occurrence; and
 - \$110 nonrefundable application fee (made payable to the New Jersey Division of Consumer Affairs).

Note: A HIC registration number will be issued upon the submission and approval of a completed HIC application. Your HEC registration number will be changed to INACTIVE.

Your Name (please print) : _____

Signature: _____

Title: _____ **Date:** _____