



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



Home Improvement Contractor's Registration Change of Business Structure/Name/Ownership Form

Name of Business: _____

Registration Number: _____

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

Change of business structure:

- If you are changing the business structure (e.g., going from a sole proprietor to a corporation/LLC; going from a corporation to an LLC; or going from an LLC to a corporation) complete a new application and submit it with the \$110 application fee and all supporting documentation. Once you have been approved, you will be issued a new registration number. If you are closing your current business, please let us know in writing. The letter must be signed by an owner, principal, officer or director of the company. If applicable, submit a copy of your dissolution papers.

Change of Name/Ownership:

If you are changing the name or ownership of your business:

- If you formed a new sole proprietorship, partnership, corporation or LLC, fill out and send to us a new application, the \$110 application fee and all supporting documentation. Once you have been approved, you will be issued a new registration number. If you are closing your current business, please advise us in writing. The letter must be signed by an owner, principal, officer or director of the company. If applicable, submit a copy of your dissolution papers.
- If you are adding a new owner/member/partner who owns at least a 10% or more interest in the business, complete and submit a new application form. If you are a corporation or LLC, submit a filed copy of your "Certificate of Amendment." No fee is required.
- If you filed an Amendment to your existing corporate papers--whether to change the name of the business or to add a new member--submit a "filed" copy of the Amendment, complete pages 1, 3 and 6 of the application and a certificate of commercial general liability insurance reflecting the change. If you changed the name of the business, we will change the name and send you a new registration certificate. Your registration number will remain the same. No fee is required.
- If an owner/partner/member is leaving the business, complete page 3 and the certification page of the application. If you are an LLC or a corporation, submit a filed copy of your "Certificate of Amendment." No fee or supporting documents are required.

Change of Alternate Name

- If you are adding or changing an alternate name, complete and submit page one and the certification page of the application along with supporting documentation. In addition, you must submit an updated certificate of commercial general liability insurance reflecting the change. No fee is required.
- If you are removing an alternate name, you must notify us in writing.