

# APPLICATION TO CHANGE A NAME or ADD A DBA ON A CONTRACTOR LICENSE

Utah Division of Occupational and Professional Licensing  
 160 East 300 South, P. O. Box 146741  
 Salt Lake City, Utah 84114-6741  
 Telephone: (801) 530-6628  
 FAX: (801) 530-6511

**Instructions:** We often find that an application to change a name is in fact an attempt to transfer a license to a different person or entity, who/which is required to apply for a new license. Licenses are **not** transferable between persons or entities. (See *Utah Administrative Code § R156-55a-311*). An application for name change will be denied if the new name is actually a different person or entity than to whom the license was originally granted. An application for a DBA will be denied if the DBA is owned by a different person or entity than to whom the license was originally granted. Please carefully read the requirements listed. The name change will be processed and updated in our files for your license at no charge. If you want a copy of your license with the new name, please include \$10.00 for a duplicate license.

<b>Name Currently Listed on License:</b>
<b>License Number:</b>

<input type="checkbox"/> The above named licensee is a Sole Proprietor and I am requesting a name change on my license. <i>(Verify that you have met the following requirement.)</i>	
<b>Individual's New Legal Name:</b>	<input type="checkbox"/> I have legally changed my name and I have attached court documents or a marriage certificate verifying the name change.

<input type="checkbox"/> The above named licensee is an Entity registered with the Utah Division of Corporations, and we are requesting a name change. <i>(Verify that you have met one of the following requirements.)</i>	
<b>New Name for Legal Business Entity:</b>	
O R	<input type="radio"/> We have attached a copy of the Articles of Amendment filed with the Utah Division of Corporations which verifies the name change. <input type="radio"/> We have attached a copy of the Articles of Conversion filed with the Utah Division of Corporations which verifies the name change and conversion of the form of entity registered.

<input type="checkbox"/> We are requesting that a DBA name be added to our licensing records. <i>(Verify that you have met both of the following requirements.)</i>	
<b>New DBA Name:</b>	
A N D	<input type="checkbox"/> We have provided a copy of the DBA Registration filed with the Utah Division of Corporations; <input type="checkbox"/> We have verified that the owner(s) of the DBA named on the DBA Registration is the contractor to which the license was originally issued. <i>(If a different Business entity or person owns the DBA than the original contractor licensee, a new contractor application is required.)</i>

I hereby verify that the request for name change is in fact a change of name only and not a new entity.

I hereby verify that the foregoing statements and information is true and correct. *(Filing a false or fraudulent statement is grounds for license denial, suspension or revocation.)*

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 Licensee's Signature

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 Date of Signature