
**CHECKLIST #0272 FOR THE APPROVAL OF:
NAME CHANGE OF EXISTING CERTIFICATE OF COMPETENCY**

BY SALES OF ASSETS

Submit the following information and documents:

- ☐ A complete original PRODUCT CONTROL APPLICATION FOR CERTIFICATE OF COMPETENCY (PC0003 application) from new owner.
- ☐ A non-refundable filing fee in the form of a check with the name of the applicant clearly printed in the check in the amount in accordance with the current fee schedule for Certificate of Competency.
- ☐ Letter from applicant specifically stating that they have legally purchased all the assets and requesting that a new Certificate be issued under their name.
- ☐ Letter from former owner referencing existing Fabricator's Certificate number containing the following statements:
 1. That they have legally sold all the assets under the referenced Certification to the applicant,
 2. Request that the existing Certificate be rescinded,
 3. That they no longer manufacture/fabricate under the referenced Certification,
 4. That they have given up all rights to the referenced Certification, and
 5. That all the necessary machinery, equipment, and know-how used in the fabrication of the products, which were the basis for obtaining the Certification, are being sold to the applicant.
- ☐ One set of the required documents, according to the applicable checklist for the existing Certification showing the new name and the address of the fabricator; and
- ☐ A certified copy of the properly executed sales agreement listing all the assets, including all machinery and other equipment used in the fabrication of the products.

BY OTHER THAN SALES OF ASSETS:

Submit the following information and documents:

- ☐ A complete original PRODUCT CONTROL APPLICATION FOR HOURLY RATE SERVICES (PC002 application);
- ☐ Check mark the Special Services" box, and under „Specify" enter "Certificate of Competency name change not by sales of assets";
- ☐ Letter from applicant specifically stating that a name change has legally occurred and requesting that a new Certificate be issued under the new name and that the existing Certificate be rescinded.
- ☐ One set of the required documents, according to the applicable checklist for the existing Certification showing, where the only change from the existing Certification documents is to be the new name and address of the Certificate holder; and
- ☐ At least one the following documents:
 - ☐ A certified copy of the court order; or
 - ☐ Any other official document clearly legalizing the name change.
- ☐ Upon complete review of the file, applicant must submit payment for the invoiced hours in the form of a check, in the amount accordance with current fee schedule for Special Project, with the new name of the applicant clearly printed.

Revised: 4/16/26

