

CONTRACTORS LICENSING BOARD
4100 Richards Road
North Little Rock, AR 72117
501-372-4661 / Fax 501-372-2247

Name Change Request Form

1. PRESENT COMPANY NAME: _____ (As it " NOW " appears on the Contractor's License)	
Company Name	
Previous Address	
Federal ID Number	Social Security Number

2. CHANGED TO: _____ (As it " WILL " appear on the Contractor's License)	
Company Name	
New Address	
Federal ID Number	Social Security Number

AFFIDAVIT

I, _____, being duly sworn, deposes and says:
(Name of Owner/Officer/Partner/Member)

That all statements herein contained are true and correct and shall become a part of the present valid application on file. That the foregoing statement is submitted to the Contractors Licensing Board and/or Contractors Residential Committee for the purpose of amending the present valid license and that any depository, vendor or other agency herein named is hereby authorized to supply the Contractors Licensing Board and/or Contractors Residential Committee with any information necessary to verify these statements.

(Signature of Owner/Officer/Partner/Member)

STATE OF _____

COUNTY OF _____

Subscribed and Sworn to before me, a Notary Public, this _____ day of _____, 20____.

Notary Public / **Seal**

Name Change or Transfer

A name change is simply amending the existing entity's name with no change in the actual business structure, which means you CAN NOT DISSOLVE the existing entity and transfer the license to an already existing or newly formed entity.

WARNING: In general, licenses are NOT transferable from one entity to another. However, there are LIMITED exceptions where a transfer might be possible in the following situations:

- (1) A Sole Proprietorship CONVERTING to a Corporation or an LLC or a Partnership.**
- (2) A Corporation CONVERTING to an LLC or a Partnership or a Sole Proprietorship.**
- (3) An LLC CONVERTING to a Corporation or a Partnership or a Sole Proprietorship.**
- (4) A Partnership CONVERTING to a Corporation or an LLC or a Sole Proprietorship.**
- (5) A MERGER, the unlicensed entity can be the survivor.**

***If applying for a Name Change, Conversion or Merger
then provide the following:***

1. Name Change Request Form
2. Provide copies of all supporting documents from the Secretary of State's office.
3. Furnish an updated Certificate of Insurance verifying Workers Compensation insurance for the new entity.
4. A list will need to be provided from those that have Converted or Merged of anyone that owns 10% or more of the company and a current list of officers, members or partners.

Bond Requirements

If there has been no change in the Federal ID number then an endorsement rider is required amended the name.

A new bond is required if there has been a change in the Federal ID number.

Financial Requirements

If it is also time to renew the license, "commercial licensees" that have Converted or Merged will need to furnish a letter from their CPA stating the assets and liabilities of the previous entity were transferred to the new entity at the time of inception. This letter is in addition to the financial statement.

If the change is mid-year then the only financial information needed will be the letter of transfer.

Residential Licenses Only

This office will mail to those licensees that have Residential only, a special statement to sign and notarize concerning your financial statement.

ANY OTHER SITUATION WILL REQUIRE A NEW APPLICATION

INSTRUCTIONS FOR COMPLETION
OF THE \$10,000 CONTRACTORS SURETY BOND

**** This bond is required only for a Commercial Contractors license. ****

ATTENTION AGENTS – issuing the bond:

An Arkansas Resident or an Arkansas Non-Resident agency, agent, broker or producer that is currently licensed by the Arkansas Insurance Department must execute this surety bond. **A copy of your Arkansas insurance license must be attached.**

The bond may be executed solely by the surety company. **An underwriter that works directly for the surety need only sign as Attorney-in-Fact and under your signature "indicate" that you are a "direct underwriter".**

Only this prescribed form will be accepted. Any alterations to this form must have prior approval from the Contractors Licensing Board.

All Principal, Surety and Agent information requested on this form must be provided.

Agents: Please note that continuation certificates are not required as are bonds are continuous until cancelled.

CONTRACTORS:

Principal is your company name **exactly** as it will appear, or does appear, on your Contractors License (and /or as registered with the Secretary of State). This is the name you are to bid and perform all work.

**** Bond must be signed by an owner, officer, member or partner before mailing the entire original bond to our office. ****

PLEASE - MAIL COMPLETED ORIGINAL BOND AND ITS POWER OF ATTORNEY TO: Contractors Licensing Board, 4100 Richards Road, North Little Rock, AR 72117

Any change in your Federal Employer Identification Number requires a new bond be executed. Any change in your address requires an endorsement rider from your agent. Any change in your company's name will require other documentation, ****please call for instructions first.**

****If you have any questions regarding this bond, contact Michelle Spoor at 501-371-1506 or michelle.spoor@arkansas.gov.**

