



CONSTRUCTION CONTRACTORS BOARD

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RESPONSIBLE MANAGING INDIVIDUAL (RMI) CHANGE REQUEST FORM

ENTITY NAME AND CCB NUMBER

Name of Business Entity

CCB License Number

REMOVE RMI*

Print **legal name** of RMI to be removed: _____
Full legal *first* Full legal *middle* Full legal *last*

If you are removing yourself, you must sign in the designated area on page 3

ADD RMI – A license may have more than one RMI

1. Print **legal name** of RMI to be added: _____
Full legal *first* Full legal *middle* Full legal *last*

Date of birth (MM/DD/YYYY)

Last 4 digits of SSN

Driver's License # & State of Issue

2. The RMI listed above is:

☐ An owner, partner, corporate officer, LLC member or trustee

☐ An employee

3. This RMI is the: ☐ Primary RMI ☐ Additional RMI

4. (A) TRAINING AND TESTING:

The RMI completed the 16-hour training, and **passed the test within 24 months** of the date of this application.

☐ Yes** ☐ No ***If yes, please attach a copy of the test site score report.*

OR

The RMI completed the 16-hour training, passed the test and is the RMI of a license that is either currently active or has not lapsed for more than 24 months prior to the date of this application.

☐ Yes** ☐ No ***If yes, CCB License Number: _____*

(B) EXPERIENCE: The training and test are not required if...

(a) The RMI was listed on CCB's records as having been an owner or officer of a licensed construction contractor before July 1, 2000, and

(b) The license of the contractor referred to above has not lapsed for more than 24 months since July 1, 2000, and

...continued on page 2

(c) The RMI has been listed on CCB's records as having been an owner, officer, or RMI of a licensed contractor during the 24-month period before the date of the application for the new license.

(C) Does the RMI meet the experience requirement?

☐ Yes** ☐ No

**If yes, CCB License Number: _____

CONSTRUCTION DEBT

Relating to construction activities, check all that apply to each RMI being added to this CCB License. **You must check at least one.** If any of the below construction debt exists provide copies of the court actions or final orders related to the action.

- ☐ A final judgment entered within five years preceding this application that remains unsatisfied against the person by a court in any state that requires the person to pay money to another person or to a public body.
- ☐ A final order issued within five years preceding this application that remains unsatisfied against the person by an administrative agency in any state that requires the person to pay money to another person or to a public body.
- ☐ A court action that is currently pending against the person in any state that alleges the person owes money to another person or to a public body.
- ☐ An action currently pending by an administrative agency in any state with an order seeking that the person pay money to another person or to a public body.
- ☐ None of the above are applicable to any person being added in this application.

CRIMINAL BACKGROUND

Has the RMI being added to this CCB License been indicted for or convicted of any of the following crimes?

☐ No ☐ Yes

If "Yes," check the appropriate box(es) and fill in the information below. Please provide a detailed explanation of the crime on a separate piece of paper. Include police reports, court documents and letters of reference.

	<u>Date</u>	<u>State</u>	<u>County</u>		<u>Date</u>	<u>State</u>	<u>County</u>
☐ Murder	_____	_____	_____	☐ Robbery 1	_____	_____	_____
☐ Assault 1	_____	_____	_____	☐ Theft 1	_____	_____	_____
☐ Kidnapping	_____	_____	_____	☐ Arson 1	_____	_____	_____
☐ Sexual abuse	_____	_____	_____	☐ Theft by	_____	_____	_____
☐ Rape, sodomy or unlawful sexual penetration	_____	_____	_____	extortion	_____	_____	_____

If you are under court supervision, list that individual's name and contact number:

_____ (_____) _____

PLEASE NOTE: Providing incomplete or inaccurate information may delay or prevent approval of your license request. The CCB has the authority to do a criminal history check on all applicants.

SIGNATURE(S) of the RMI to be ADDED

As an RMI, I certify that: (1) I have management or supervisory authority over the construction activities of the business; and (2) If this business incurs a construction debt that it does not pay, I understand that I may be prohibited from serving as an owner, officer or RMI of another license applicant unless that construction debt is satisfied, paid, or discharged.

In addition, I certify that the above information is complete and accurate.

Signature of RMI – *Required if being added*

Date - *Required*

Authorizing Signature:

Print full legal name (*current owner, partner, corporate officer or member of the CCB making this request*)

Signature (*owner, partner, officer, or member*) – *Required for additions*

Date - *Required*

SIGNATURE of RMI who is REMOVING THEMSELVES*

Please remove me from the position of Responsible Managing Individual (RMI) from this CCB license effective immediately unless otherwise noted below:

Print RMI's full legal name for self-removal

Effective Date

Signature of RMI who is removing themselves – *Required for removal*

Date - *Required*