



Office of Consumer Protection
50 Sanatorium Road, Building A, 5th Floor, Pomona, NY 10970
Phone: (845) 364- 3901 Email: CPLCAL@co.rockland.ny.us

Kimberly Von Ronn, Esq.
Director and Public Advocate

CHANGE OF LICENSE INFORMATION FORM

Only complete sections that are being changed and or updated. False statements made herein are punishable by a Class A Misdemeanor pursuant to 210.45 of the NYS Penal Law.

Check box to indicate Change Type:

- New Business Name New Mailing Address
 New Business Address New Licensee Contact Information
 New Email Address

License Number:

Licensee Name:

New Business Name: _____

New Business Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** (____) _____ - _____

Business Email: _____ @ _____ .com

Note: Email address must be legible, accurate and regularly monitored as it will be used to create your online profile. You will receive important notifications regarding your license via email.

Is your business address your mailing address? Yes No - If not, please fill out mailing address

New Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

New Licensee Information:

Home Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** (____) _____ - _____

Attach the following required documentation and email to CPLCAL@co.rockland.ny.us:

- Completed Application Form
- For corporate name changes, including LLC's, attach a copy of your NYS Filing Receipt and updated insurance certificates with new corporate name
 - All insurance documents must name as Certificate Holder:
Rockland County Office of Consumer Protection
50 Sanatorium Road, Building A, Pomona, NY 10970



Rockland County

Ed Day, Rockland County Executive

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- Mechanical Contractor Liability Insurance must name: “**Rockland County Board of Plumbing, Heating, Air Conditioning, Refrigeration, Sheet Metal and Fire Protection Systems**” as Additional Insured.
- Workers’ Compensation Insurance Policy or CE-200 Exemption Form
- An Amended Business Certificate for non-corporate business name changes and or address filed with the Rockland County Clerk’s Office
- Fees:
 - Electrical (\$175)
 - Home Improvement – Amending Inc/Corp/LLC or adding a dba (\$0)
 - Mechanical (\$200) for business/company name change only

**** If you are transferring from a business to a corporation, complete the [Transfer to Corporation Application](#) ****

NOTE: Once your application is reviewed, you will receive an invoice via email for online payment. Payment must be made immediately to avoid processing delays.

I hereby apply for the above-mentioned license changes in accordance with the provided guidelines and request that my license be updated accordingly.

Signature of Licensee of Record

Date