



Electrical Program
 PO Box 44460
 Olympia WA 98504-4460
 Fax: 360-902-5595

Electrical-Telecommunication Principal/Member/Owner Update Request

License Number	UBI Number
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To update information for the principal information on the contractor license you must provide the name(s), address(es), and social security number(s) for all currently principal members for the company. Social security numbers are required for all members of the business with the exception of Agents for corporations, LLP or LLC's. This form must be signed by an existing member of the company. The only person allowed to sign this form or make changes to the ownership/membership must be currently listed with the Department of Labor and Industries as a member of the Electrical Contractor. This information must be updated with the Office of Secretary of State and the Department of Revenue – Business Licensing Services before any changes will be made.

If all previous principal members have been replaced due to a change of ownership, please submit a notarized letter from the previous owner/member or court documentation attesting to the change with this form. If you cannot provide this documentation, a new Electrical Contractor Application, Bond and Change of Administrator form with associated fees will be required.

Business Type (check one only)

<input type="checkbox"/> Individual Proprietorship			
Name: (Last name, first name, middle initial) – do not list business name		Social Security Number	
Mailing Address	City	State	Zip Code

<input type="checkbox"/> Partnership Each partner must be listed			
<input type="checkbox"/> Add <input type="checkbox"/> Remove			
Principal Member (Last name, First name, Middle initial)		Social Security Number	Phone (include area code)
Mailing Address	City	State	Zip Code

<input type="checkbox"/> Add <input type="checkbox"/> Remove			
Principal Member (Last name, First name, Middle initial)		Social Security Number	Phone (include area code)
Mailing Address	City	State	Zip Code

<input type="checkbox"/> Add <input type="checkbox"/> Remove			
Principal Member (Last name, First name, Middle initial)		Social Security Number	Phone (include area code)
Mailing Address	City	State	Zip Code

Corporation LLC LLP

Names must match those listed with the Corporation Division in the Office of the Secretary of State. If you change corporate officers, you must officially notify the Office of the Secretary of State, Corporate Division. Electrical Licensing & Certification must also be officially notified either by letter or contractor renewal notice submitted after the change is recorded by the Office of the Secretary of State.

Name of Corporation, LLC, or LLP	Federal Tax Identification	Phone (include area code)
Mailing Address	City	State Zip Code

Add Remove

Principal Member (Last name, First name, Middle initial)	Social Security Number	Phone (include area code)
Mailing Address	City	State Zip Code

Add Remove

Principal Member (Last name, First name, Middle initial)	Social Security Number	Phone (include area code)
Mailing Address	City	State Zip Code

Add Remove

Principal Member (Last name, First name, Middle initial)	Social Security Number	Phone (include area code)
Mailing Address	City	State Zip Code

Add Remove

Principal Member (Last name, First name, Middle initial)	Social Security Number	Phone (include area code)
Mailing Address	City	State Zip Code

Add Remove

Principal Member (Last name, First name, Middle initial)	Social Security Number	Phone (include area code)
Mailing Address	City	State Zip Code

Printed Name of existing member

Signature of existing member

Date signed

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE ELECTRICAL LICENSE CENTRAL OFFICE AT (360) 902-5269.

Note: Some changes to principals may result in the need to relicense.