



CONSTRUCTION CONTRACTORS BOARD

P.O. Box 14140 Salem OR, 97309-5052
Phone: 503-378-4621 | Fax: 503-373-2155
Email: ccb.info@ccb.oregon.gov
www.oregon.gov/ccb



PERSONNEL CHANGE REQUEST FORM

For corporations and limited liability companies

NOTE: A copy of the corporate or LLC meeting minutes that support the change(s) below MUST be attached or your request will be delayed. This form may not be used for partnerships or joint ventures.

ENTITY NAME AND LICENSE NUMBER

Name of Business Entity

CCB License Number

REMOVE CORPORATE OFFICER(S) OR LLC MEMBER(S)

Full Legal Name (*First, Middle, Last*) of officer/member to be *removed*

Full Legal Name (*First, Middle, Last*) of officer/member to be *removed*

ADD CORPORATE OFFICER(S) OR LLC MEMBER(S) – Must complete entire section

Print **FULL legal name** of new officer(s)/member(s) to be *added*:

Full legal *first* name

Full legal *middle* name

Full legal *last* name

Date of birth (*MM/DD/YYYY*) _____

Social Security # _____

Driver's License Number _____

State of Issuance _____

Is this person an immediate family member? YES

If yes, what is the relationship to you?

NO

If no, you may have to change your independent contractor class to Nonexempt

Full legal *first* name

Full legal *middle* name

Full legal *last* name

Date of birth (*MM/DD/YYYY*) _____

Social Security # _____

Driver's License Number _____

State of Issuance _____

Is this person an immediate family member? YES

If yes, what is the relationship to you?

NO

If no, you may have to change your independent contractor class to Nonexempt

CONSTRUCTION DEBT

Relating to construction activities, check all that apply to each person being added in this application, and 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 any person being added on this application 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>
<input type="checkbox"/> Murder	_____	_____	_____	<input type="checkbox"/> Robbery 1	_____	_____	_____
<input type="checkbox"/> Assault 1	_____	_____	_____	<input type="checkbox"/> Theft 1	_____	_____	_____
<input type="checkbox"/> Kidnapping	_____	_____	_____	<input type="checkbox"/> Arson 1	_____	_____	_____
<input type="checkbox"/> Sexual Abuse	_____	_____	_____	<input type="checkbox"/> Theft by Extortion	_____	_____	_____
<input type="checkbox"/> Rape, Sodomy or unlawful Sexual Penetration	_____	_____	_____				

If you are under court supervision, list that individual's name and contact phone 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.

SIGNATURES OF OFFICER(S) / MEMBER(S) BEING ADDED

I understand that by signing below, I am being **added** to the CCB records as a corporate officer or LLC member of the license number listed above, and that I will be held liable as such, including but not limited to any unpaid construction debt that the licensee incurs.

In addition, I certify that the information provided in this application is complete and accurate.

Signature (corporate officer/LLC member being **ADDED**) *Required*

Date

Signature (corporate officer/LLC member being **ADDED**) *Required*

Date

SIGNATURE OF OWNER / OFFICER / MEMBER CURRENTLY LISTED ON THE LICENSE RECORD

I understand that any Officer/Member being removed from the CCB record for the license number listed above will continue to be listed as a previous corporate officer or LLC member on this record.

I have attached a copy of the corporate or LLC minutes that support this change. In addition, I certify that the information provided in this application is complete and accurate.

Printed name (*current corporate officer/member making this request*) *Required*

Phone Number

Signature (*current corporate officer/member making this request*) *Required*

Date

Company Meeting Minutes

- *This page is for your convenience, or you may submit your own meeting minutes.*
- *A letter from legal counsel or human resources can be substituted for meeting minutes.*
- *If you fail to submit supporting documentation, your personnel change request will be delayed*

CCB License # _____

Date _____

Business Name _____

Physical Address _____

City _____

State _____

Zip _____

The meeting was called to order by _____ *(full name)*

on _____ *(date)* at _____ a.m. / p.m. *(circle one)*

The following individuals were in attendance:

Full Legal Name *(First, Middle, Last)*

Title

Full Legal Name *(First, Middle, Last)*

Title

Full Legal Name *(First, Middle, Last)*

Title

A motion was made by _____ *(full name)*

to *(provide detailed explanation of the change being requested)*

The minutes were taken by _____ *(full name)*.

The meeting ended at _____ a.m. / p.m. *(circle one)*