



# CONSTRUCTION CONTRACTORS BOARD

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[www.oregon.gov/ccb](http://www.oregon.gov/ccb)



## TEMPORARY RESPONSIBLE MANAGING INDIVIDUAL (RMI) REQUEST

**NOTE:** This is a temporary change only. Once your RMI has completed the pre-licensing training and has tested you must submit the RMI Change Form.

### NAME AND LICENSE NUMBER

\_\_\_\_\_  
Name of business

\_\_\_\_\_  
CCB license number

### REMOVE EXISTING RESPONSIBLE MANAGING INDIVIDUAL (RMI)

Print full name of RMI being removed \_\_\_\_\_

### ADD TEMPORARY RESPONSIBLE MANAGING INDIVIDUAL (RMI)

1. Print **full legal name** of new temporary RMI

\_\_\_\_\_  
Full legal first name

\_\_\_\_\_  
Full legal middle name

\_\_\_\_\_  
Full legal last name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of birth  
(MM/DD/YYYY)

\_\_\_\_\_  
Last 4 digits of SS#

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State issued

2. The RMI listed above is:  An owner, partner, corporate officer, LLC member or trustee  
 An employee or officer that is not a shareholder or is a minority shareholder

### TEMPORARY RMI SIGNATURE

As a temporary RMI, I certify that: (1) I have management or supervisory authority over the construction activities of the business; (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 licensee until that debt is satisfied, paid or discharged; and, (3) This designation is only valid for a maximum of 14 days, or until a qualified individual is appointed as the permanent RMI, whichever is the shorter period of time.

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

\_\_\_\_\_  
Signature of Temporary RMI *Required*

\_\_\_\_\_  
Date

### SIGNATURE OF OWNER

\_\_\_\_\_  
Name (sole proprietor/partner/LLC member/corporate officer making request) Phone number

\_\_\_\_\_  
Signature of person making request *Required*

\_\_\_\_\_  
Date