



CONTRACTORS STATE LICENSE BOARD

STATE OF CALIFORNIA

9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800-321-CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

FOR CSLB USE ONLY

Application to Report Change of Title for Current Officer or Personnel of Existing Corporate or Limited Liability Company License – No Fee

Use this application only to change the title of a current officer or member of the personnel already on record for an existing corporate license (officer only) or for an existing limited liability company (LLC) license (officer, manager, or member).

- Use one application for each officer or personnel title change. Each additional officer or personnel must use a separate application.
If you have additional licenses with the same corporate or LLC registration number (as issued by the California Secretary of State and listed in box 3 in Section 1), you must submit a copy of this application for each license. All licenses using the same corporate or LLC registration number must show the same officers, managers, and/or members as their personnel of record.
To add new personnel to an existing corporate or limited liability company license, use form 13A-7 – Application to Add New Personnel to Existing Corporate or Limited Liability Company License.
To disassociate personnel from an existing license, including a responsible managing officer (RMO), responsible managing manager, responsible managing member, or responsible managing employee (RME), use form 13M-5 – Disassociation Request.
To replace a current qualifying individual (RMO, responsible managing manager, responsible managing member, or RME) on an existing license, use form 13A-2a – Application for Replacing the Qualifying Individual.

Please type or print legibly in black or blue ink.

SECTION 1 – BUSINESS NAME AND ADDRESS

Please provide the full legal business name as it appears on the license. P.O. Boxes and private mail boxes (PMB) are not acceptable for the street address. Also include the license number as issued by CSLB and the registration number as issued by the California Secretary of State.

Form with fields: 1. FULL BUSINESS NAME, 2. CSLB LICENSE NUMBER, 3. CORPORATE / LLC REGISTRATION #, 4. BUSINESS MAILING ADDRESS, 5. BUSINESS STREET ADDRESS, 6. BUSINESS PHONE NUMBER, BUSINESS FAX NUMBER, BUSINESS E-MAIL ADDRESS

SECTION 2 – CORPORATE OR LLC PERSONNEL'S FULL LEGAL NAME AND NEW TITLE

Please provide the full legal name of the member of the personnel. If the individual does not have a middle name, write "None" or "No Middle Name" in the space provided. If the individual has only an initial for their first or middle name, write "(Initial Only)" after the initial.

Form with fields: 7. PERSONNEL'S FULL LEGAL NAME, DATE OF BIRTH, SOCIAL SECURITY # / ITIN, HOME PHONE NUMBER, 8. CURRENT PERSONNEL TITLE, NEW TITLE OR POSITION, Corporation/LLC options

STATE TAX AND OTHER OBLIGATIONS NOTICE

The State Board of Equalization and Franchise Tax Board may share taxpayer information with CSLB. You are obligated to pay your state tax obligation. CSLB may suspend or refuse to issue, reactivate, reinstate, or renew a license if your state tax obligation, child support obligation, or any outstanding financial liability to CSLB, the Department of Industrial Relations, or the Employment Development Department is not paid.

9. I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application.

Form with fields: Date, Signature of Corporate or LLC Personnel, Printed Name of Corporate or LLC Personnel

Collection of Social Security Numbers and Individual Taxpayer Identification Numbers

All information requested on the application is mandatory, including disclosure of U.S. Social Security numbers (SSN) and individual taxpayer identification numbers (ITIN). Collection of the SSN and ITIN is authorized by BPC sections 30, 31, and 7145.5.

Collection of Personal Information

CSLB collects the personal information requested on this form as authorized by BPC sections 30, 31, 141, 480, 7066, 7083, and 7145.5 and Title 16 of the California Code of Regulations section 816.

