

Please refer to the following instructions for assistance in completing the Application for Registration as a Home Improvement Contractor or Subcontractor. NOTE: NOT ALL ITEMS ARE LISTED AS THEY ARE SELF-EXPLANATORY.

ITEM #:

1. **Name**: The name on the application must be the legal name of the applicant, not a DBA of other fictitious name under which you are doing business. If you are renewing a previous registration, the name cannot be a different name than used for the previous registration. If you wish to register using a different person, corporation, or LLC, you must file a new registration application and pay the initial registration fee as well as pay the required Guaranty Fund amount.
2. **Applicant type**: Applicants must identify themselves by the type of legal entity they wish to register for home improvement contracting.
3. **Number of Employees**: The number of employees must include all construction-related employees who worked 20+ hours or more on the payroll in the weekly pay period prior to the filing of this renewal form. Businesses that are renewing a registration and have increased the number of employees since the previous registration may need to pay an additional amount into the Guaranty Fund pursuant to M.G.L. c. 142A, § 11.
4. **Federal Tax ID**: Applicant partnerships and corporations **must** submit a Federal Tax I.D. number. Even if the applicant is an individual, he or she must submit a Federal Tax I.D. number if they have employees in addition to the owner.
9. **Responsible individual**: If the Applicant is a corporation or partnership, M.G.L. c. 142A, §9(c) requires an individual to be designated as the person who will be responsible for the corporation's or partnership's work. The identifying information applicable to that designated person must be entered here.
10. **Company name**: An applicant doing business under a name other than the applicant's legal name **must** submit a business certificate issued by the city or town.
12. **Corporate and Partnership Information**: Corporations or partnerships listing partners, owners, etc. must provide an official document that lists the information entered here. The document may be any one of the following: pertinent sections of the Articles of Organization, a current annual report; or registration with the Massachusetts Secretary of State as a foreign corporation if the corporation or LLC is not based in Massachusetts. (Information on these documents can be found on www.sec.state.ma.us.)
14. **Prior Affiliations**: Applicants must provide the name(s) of any businesses registered pursuant to M.G.L. chapter 142A and 780 CMR R6 in which the applicant was an officer, partner, or co-venturer. Attach additional sheets as necessary.
16. **Prior Disciplinary Action**: Applicants must provide the name(s) of any businesses against which disciplinary action was taken by the Department of Public Safety or the Office of Consumer Affairs and Business Regulation that the applicant is currently or was once employed by. Attach additional sheets as necessary.
17. **Fees**: CHANGE IN LAW ABOLISHED CSL'S HIC REGISTRATION EXEMPTION. ALL CONTRACTORS APPLYING FOR A HIC REGISTRATION MUST PAY A REGISTRATION FEE OF \$150.00. Enclose a **certified check or money order for the Registration Fee** and a **separate certified check or money order for the Guaranty Fund Fee** in the amount indicated below. **Make both checks and money orders payable to the "Commonwealth of Massachusetts."**

Registration Fee: \$150.00 -- Valid for two (2) years from date of issuance.

Guaranty Fund Fee: Applicants must pay the amount that corresponds with the number of their employees:

Zero to three (3) employees:	\$100.00
Four (4) to ten (10) employees:	\$200.00
Eleven (11) to thirty (30) employees:	\$300.00
More than thirty (30) employees:	\$500.00

Completed applications, Registration Fees, and Guaranty Fund payments should be mailed to:

**OCABR--Home Improvement Registration Program
1000 Washington Street, Suite 710
Boston, MA 02118**

12. LIST ALL PARTNERS, TRUSTEES, OFFICERS, DIRECTORS, AND MAJOR OWNERS (10% OR GREATER OF OWNERSHIP) OF AN APPLICANT PARTNERSHIP, CORPORATION, LLC, INC., CO., TRUST, BELOW. USE ADDITIONAL PAPER IF NECESSARY AND INCLUDE NEEDED PAPERWORK (SEE INSTRUCTIONS). PLEASE INDICATE BY AN "X" IN THE LAST COLUMN THOSE INDIVIDUALS WHO REQUIRE AN APPLICATION FOR ADDITIONAL REGISTRATION I.D. CARDS. USE ADDITIONAL SHEETS IF NECESSARY.

FULL NAME	TITLE	% OWNER	ADDRESS	SUPP. CARD

13. (a) HAVE YOU BEEN REGISTERED PREVIOUSLY AS A HOME IMPROVEMENT CONTRACTOR? ___ YES ___ NO

(b) IF YES, PLEASE PROVIDE THE NAME AND REGISTRATION NUMBER UNDER WHICH YOU WERE PREVIOUSLY REGISTERED:

NAME: _____ **HIC REGISTRATION #:** _____

14. (a) ARE YOU CURRENTLY OR HAVE YOU EVER BEEN AN OFFICER, PARTNER, OR CO-VENTURER OF AN APPLICANT WHO PREVIOUSLY APPLIED FOR OR HELD A HOME IMPROVEMENT CONTRACTOR REGISTRATION? ___ Yes ___ No

(b) IF YES, PLEASE PROVIDE THE NAME OF THE APPLICANT/REGISTRANT AND THE REGISTRATION NUMBER:

NAME: _____ **HIC REGISTRATION #:** _____

15. (a) ARE YOU CURRENTLY OR HAVE YOU PREVIOUSLY BEEN EMPLOYED BY A REGISTRANT OR APPLICANT FOR REGISTRATION AGAINST WHICH DISCIPLINARY ACTION WAS TAKEN? ___ YES ___ NO

(b) IF YES, PLEASE PROVIDE THE NAME OF THE APPLICANT/REGISTRANT AND THE REGISTRATION NUMBER:

NAME: _____ **HIC REGISTRATION #:** _____

16. (a) HAVE THERE EVER BEEN ANY FORMAL COMPLAINTS AGAINST YOU WHERE DISCIPLINARY ACTION WAS TAKEN BY THE DEPT. OF PUBLIC SAFETY OR THE OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION, OR ANY COURT JUDGMENTS OR ARBITRATION AWARDS ISSUED AGAINST YOU? ___ YES ___ NO

(b) DO YOU OWE MONEY TO THE GUARANTY FUND? ___ YES ___ NO

IF YES TO EITHER, PLEASE IDENTIFY BY DATE, CASE NUMBER, OR DOCKET NUMBER: _____

ALL CONTRACTORS, INCLUDING CSL's WHO ARE APPLYING FOR A HIC REGISTRATION MUST PAY A REGISTRATION FEE OF \$150.00, AND A GUARANTY FUND FEE. (See instructions for Guaranty Fund fee schedule.)

17. REGISTRATION FEE ENCLOSED: \$ _____ GUARANTY FUND FEE ENCLOSED: _____

PLEASE INCLUDE TWO (2) SEPARATE CERTIFIED CHECKS OR MONEY ORDERS, ONE MARKED "REGISTRATION FEE" AND ONE MARKED "GUARANTY FUND." **ONLY CERTIFIED CHECKS OR MONEY ORDERS CAN BE ACCEPTED.** ANY OTHER FORM OF PAYMENT, INCLUDING BUT NOT LIMITED TO PERSONAL OR BUSINESS CHECKS, WILL BE RETURNED AS INELIGIBLE. **MAKE BOTH CHECKS PAYABLE TO "COMMONWEALTH OF MASSACHUSETTS."**

Please read and check the box

Obtaining and/or using an HIC Registration on behalf of an individual with a currently or previously revoked or suspended registration may subject you to criminal penalties up to and including imprisonment pursuant to M.G.L. c. 142A, §19. By checking this box you attest that you are seeking this HIC Registration in compliance with the law.

I hereby swear, under the pains and penalties of perjury, that all information set forth on this application and submitted in support hereof is true and accurate to the best of my knowledge. Further, I certify under G.L. c. 62C, §49A, that I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature of Applicant

If a corporation or partnership, position held.

Date

<p>This document contains important information. Please have it translated immediately.</p>	<p>Questo documento contiene informazioni importanti. La preghiamo di tradurlo immediatamente.</p>	<p>ខេត្តសានសេប៊ីប៊ី ប័ណ្ណខ្ញុំម្តងទៀតសំគាល់។ រក្សាទុកទៅខេត្តសានសេប៊ីប៊ី ប្រសិនបើមាន យ៉ាងណាក៏ដោយ។</p>
<p>В данном документе содержится важная информация. Вам необходимо срочно сделать перевод документа.</p>	<p>Este documento contém informações importantes. Por favor, traduzi-lo imediatamente.</p>	<p>ឯកសារនេះមានន័យសំខាន់ណាស់ ។</p>
<p>Este documento contiene información importante. Por favor, consiga una traducción inmediatamente.</p>	<p>此文件含有重要信息。請立即找人翻譯。</p>	<p>សូមបកប្រែវាជាបន្ទាន់ ។</p>
<p>تحتوي هذه الوثيقة على معلومات هامة. يرجى ترجمتها فوراً.</p>	<p>본 문서에는 중요한 정보가 포함되어 있습니다. 본 문서를 즉시 번역하도록 하십시오.</p>	<p>Ce document contient des informations importantes. Veuillez le faire traduire au plus tôt.</p>
<p>Docikman sa gen enfòmasyon enpòtan. Tanpri fè yon moun tradwi l touswit.</p>	<p>Tài liệu này có chứa thông tin quan trọng. Vui lòng dịch tài liệu này ngay.</p>	