

MARYLAND BOARD FOR PROFESSIONAL ENGINEERS

THE ENTITY IS REQUIRED BY LAW TO NOTIFY THE BOARD IN WRITING IF THE MANAGING AGENT OR THE NAME OF THE ENTITY IS CHANGED. NOTIFICATION MUST BE RECEIVED BY THE BOARD WITHIN 60 DAYS AFTER THE EFFECTIVE DATE OF THE CHANGE OR OCCURRENCE.

\_\_\_\_\_ FIRM NAME CHANGE REQUEST (Complete Section I)
\_\_\_\_\_ MANAGING AGENT CHANGE REQUEST (Complete Section II)

SECTION I. FIRM NAME CHANGE.

Has the structure of the firm changed with this name change? \_\_\_\_ YES \_\_\_\_ NO

If Yes, you cannot use this form. Instead, you must file a new application online.

If No, complete this form and submit it along with the following:

- 1. Evidence of Good Standing from Maryland Department of Assessments and Taxation showing the new firm name.
2. A signed Affidavit from the Managing Agent.

Current name of firm: \_\_\_\_\_

New name of firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

You will receive instructions via email on how to print your new permit.

IF THE MANAGING AGENT HAS CHANGED THEN COMPLETE SECTION II BELOW.

SECTION II. MANAGING AGENT CHANGE.

- 1. Firm Permit No.: \_\_\_\_\_ Name of Firm: \_\_\_\_\_
2. Name of previous Managing Agent: \_\_\_\_\_
3. Name of person to be listed as the Managing Agent: \_\_\_\_\_
4. Managing Agent's License Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_
5. Managing Agent's email address: \_\_\_\_\_
6. Managing Agent's phone number: \_\_\_\_\_

The Managing Agent must complete the Affidavit. The Board for Professional Engineers will not review change requests unaccompanied by a signed and notarized Affidavit.

\_\_\_\_\_  
Printed Name of Managing Agent Signature of Managing Agent Date

SEND ALL FORMS TO DLOPLPERFirm-LABOR@maryland.gov or 1100 N. Eutaw Street, Room 121, Baltimore, MD 21201