

APPLICATION INSTRUCTIONS FOR LEAD ABATEMENT CONTRACTOR LICENSE

An electronic fillable form can be located at
<http://health.mo.gov/safety/leadlicensing/pdf/5802356contractor.pdf>

General

1. Indicate whether this is a NEW or RENEWAL application.

Business Information

1. Include your business name.
2. Include fictitious or name doing business as (DBA).
3. Indicate whether your business is a state or federal agency.
4. Include the name or names of all business owners, and contact telephone and fax numbers.
5. Name of designated contact person for this business, and contact email, telephone and fax numbers.
6. The physical location (street address) of this business. *Do not abbreviate city or street names.*
7. The mailing address of this business (if different from street address). *Do not abbreviate city or street names.*
8. Indicate the county where your business is located.
9. Indicate type of business.
10. Indicate which lead-bearing substance activity or activities your business will be conducting.
11. List all states in which your company is certified or licensed for lead abatement work.
12. Indicate if your business has any past, present or pending lead-based paint activity violations and in which states.

Certification

1. Please be sure to read the certification section of the application and then sign and date the application. *If you do not sign the application, your application will be incomplete and will delay processing.* (Web links to Missouri's laws and regulations: <http://health.mo.gov/safety/leadlicensing/manuals.php> and EPA's: <http://www.epa.gov/lawsregs/topics/crosscut.html#lead>)

Please complete all sections of the application. **AN INCOMPLETE APPLICATION WILL DELAY PROCESSING.**

RSMo 701.312.2 requires lead abatement contractors to purchase and maintain general liability insurance as a condition of their lead abatement contractor's license. Please submit proof of your liability insurance with your lead abatement contractor application.

If the applicant for licensure as a lead abatement contractor is a corporation, a copy of its registration with the Missouri Secretary of State's office is required to be submitted with the initial license application. According to 19 CSR 30-70.180(1)(B)2., "Every corporation desiring a license as a lead abatement contractor under sections 701.300 through 701.338 RSMo, must be registered and in good standing with the Missouri Secretary of State's office."

Missouri law requires any person or business entity who transacts business in the state under a name other than their own "true name" to register that business name with the Missouri Secretary of State's Office as a Fictitious Name Registration. For a sole proprietorship or partnership, a business name is generally considered "fictitious" unless it contains the last name and a recognizable form of the first name of the owner or all of the general partners and does not suggest the existence of additional owners. Use of a name which includes words like "company," "associates," "brothers," or "sons," will suggest additional owners and will make it necessary for the business to file. See Section 417.200 RSMo. Every corporation desiring a lead abatement contractor license that conducts business under a fictitious name must submit a copy of its fictitious name registration with the initial lead abatement contractor license application.

For information regarding corporate registration, the website for the Secretary of State's office is
<http://www.sos.mo.gov/business/corporations/>

Missouri Secretary of State forms are available at no charge for the filing of most documents. Fee schedules and other materials designed to simplify or clarify transactions are also available free of charge. These items may be obtained by contacting:

Corporations Division
600 West Main Street, Room 322
PO Box 778
Jefferson City, MO 65102-0778
573-751-4153

If you have any questions, please contact our office at 573-526-5873 or toll free at 888-837-0927.