



# ARIZONA REGISTRAR OF CONTRACTORS



*Katie Hobbs, Governor*

*Martin Quezada, Director*

**Form  
RC-L-201G**

## **OWNERSHIP/PERSONNEL UPDATE/REMOVE FORM** (TO UPDATE/REMOVE PERSONNEL AND CONTACT INFO)

### **INSTRUCTIONS**

Use this Ownership/Personnel Form to update contact information or remove owners and personnel from licenses.

To complete this form, enter all information into the fields below, sign the form in the appropriate area, and click the Finish button. The form will automatically be routed to the appropriate ROC staff member.

### **TIERED ENTITIES**

If you are removing an entity as an owner/member you must submit the [Tiered Organizational Chart](#) here:

### **REMOVAL OF A QUALIFYING PARTY**

If the Qualifying Party is being removed as a member/manager, owner, or director/officer and must also be removed as a Qualifying Party, then you must submit the [Qualifying Party Disassociation Form](#) as well.

### **AGENCY DISCLOSURE**

Pursuant to A.R.S. § 41-1030(G), the Registrar provides the following disclosures:

- **A.R.S. § 41-1030(B):** An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.
- **A.R.S. § 41-1030(D):** This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.
- **A.R.S. § 41-1030(E):** A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.
- **A.R.S. § 41-1030(F):** This section does not abrogate the immunity provided by § 12-820.01 or 2-820.02.

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## OWNERSHIP/PERSONNEL UPDATE/REMOVE FORM (TO UPDATE/REMOVE PERSONNEL AND CONTACT INFO)

### PART 1: LICENSE INFORMATION

NAME OF LICENSED ENTITY	
1. Business Name or Sole Proprietor's Full Name, including DBA if applicable	2. License Numbers for this entity (Separate multiple licenses using commas)

### PART 2: PERSONNEL INFORMATION

PERSONNEL INFORMATION:			
<i>Enter the information for the person being added to or removed from the license(s). This may also be used to amend an existing person's information (e.g. name, current ownership percentage, and title/position).</i>			
1. Name as it appears on your government issued ID			
2. Update <input type="checkbox"/>	3. Current Ownership Percentage	4. Title or Position	
Remove <input type="checkbox"/>			
5. Date of Birth (MM/DD/YYYY)	6. Driver's License or Government ID (State and Number)	7. Social Security Number	
8. Residential Address		City	State
		Zip	
9. Phone Number		10. Email Address	
<b>CONSENT</b>			<b>SELECT ALL THAT APPLY</b>
I consent to receive notifications from the Registrar at the contact information provided above via .....			<input type="checkbox"/> Email <input type="checkbox"/> Text Message
<i>"Notifications" include renewal notices and monthly newsletters. By consenting to receive notifications via text or email, you will not be excluded from receiving notifications by regular mail.</i>			
Background Check Upload	Government Issued Identification Upload	Tiered Entity Chart Upload	



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## PART 3: SIGNATURES

### Authorized Representative

*An authorized person must sign this form. An **authorized person** is an individual that is already listed on the license as an owner or operator. If an authorized person does not sign this form, the Registrar will not accept this request.*

I acknowledge that I am a Person named on this license for the purposes and duties of all Registrar statutes and rules, including, but not limited to, A.R.S. §§ 32-1122, 32-1139(B) & 32-1154.

I certify that I have reviewed the entire contents of this application and all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and accurate. I understand that falsification of any information on this application is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27. I understand that pursuant to A.R.S. §§ 2-1154(A)(5)(19) & 32-1122(D) providing false information is cause for denial of this application and cause for discipline of ROC licenses.

I authorize the personnel listed in Part 2 to be added to or removed from the entity noted in Part 1.

_____	_____	_____
Print Name	Signature	Date

### Owner or Personnel Being Updated/Removed

*The person listed in Part 2: Personnel Change/Information must sign this application.*

I certify that I have reviewed the entire contents of this application and all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and accurate. I understand that falsification of any information on this application is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27. I understand that pursuant to A.R.S. §§ 32-1154(A)(5)(19) & 32-1122(D) providing false information is cause for denial of this application and cause for discipline of ROC licenses.

I acknowledge I will be a person named on this license for the purposes and duties of all Registrar statutes and rules, including, but not limited to, A.R.S. §§ 32-1122, 32-1139(B) & 32-1154. These purposes and duties include liability for violations arising out of or relating to agreements that were entered into, monies received, or work performed while I am named on this license.

I understand that because A.R.S. § 32-1155(A) and A.R.S. § 32-1162(A) establishes a two-year period for the filing of complaints, my liability for violations of Registrar statutes and rules continues for up to two years after I am removed from this entity.

By submission of this application, I consent to a criminal background investigation pursuant to A.R.S. § 32-1122(H).

_____	_____	_____
Print Name	Signature	Date