

**IDFPR**Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

LICENSED ROOFING CONTRACTOR:
*Termination/Change of Qualifying Party***TO TERMINATE AND APPOINT A NEW QUALIFYING PARTY TO AN EXISTING ROOFING LICENSE:**

1. Complete the form below.
2. E-Mail the above items to the Department at: **FPR.LMU@illinois.gov**

GENERAL INFORMATION:

- ◆ The Qualifying Party is the individual who is in Responsible Control for the respective roofing company in Illinois.
- ◆ When a qualifying party is terminated or is terminating their status as a qualifying party of a licensed roofing contractor, the qualifying party and the licensed roofing contractor **must notify** the Department of the termination within 30 business days.
- ◆ At all times a licensee must have a corresponding qualifying party actively engaged in the day-to-day operations of the roofing business. If a licensee allows their license to lapse, or the qualifying party designated qualifying party terminates or is terminated, or their status as qualifying party of a licensee is terminated, the licensee will be required to designate a qualifying party who has taken and passed the examination.
- ◆ Completion of this form is necessary for consideration for licensure under 225 ILCS 335/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is REQUIRED. Failure to comply will result in this form not being processed.

1. ROOFING COMPANY NAME		2. ROOFING LICENSE NUMBER XXX-XXXXXX	
		104 -	
3. ROOFING COMPANY MAILING ADDRESS			
Street		City	State Zip Code)
4. ROOFING COMPANY E-MAIL ADDRESS (required)		5. ROOFING COMPANY PHONE NUMBER	
6. LICENSE NUMBER OF TERMINATED QUALIFYING PARTY XXX-XXXXXX		7. TERMINATED QUALIFYING PARTY NAME AS IT APPEARS ON LICENSE	
105 -			
8. REASON FOR THE CHANGE IN QUALIFYING PARTY		9. EFFECTIVE START DATE OF NEW QUALIFYING PARTY	
10. LICENSE NUMBER OF NEW QUALIFYING PARTY XXX-XXXXXX		11. NEW QUALIFYING PARTY NAME AS IT APPEARS ON LICENSE	
105 -			
12. QUALIFYING PARTY CERTIFICATION			
I understand the Qualifying Party is the individual who is in Responsible Control for the respective roofing license in Illinois and agree to act as the Qualifying Party for the company listed above.			
_____ Signature		_____ Date	
DEPARTMENT STAMP USE ONLY:		QUESTIONS:	
		Phone 800-560-6420	
		Email: FPR.PSSUnit.Illinois.gov	