



# KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson Street, Suite 507, Topeka, KS 66612

(785) 296-3053 | www.ksbtp.ks.gov

## RESPONSIBLE PRINCIPAL CHANGE FOR BUSINESS ENTITY

**INSTRUCTIONS:** Applicants should read all statutes, rules and regulations for specific details regarding requirements. All statutes, rules & regulations are available on our website.

1. **COMPLETED APPLICATION FORM**
2. **DOCUMENTATION of RESPONSIBLE PRINCIPAL** change must be attached to this application. Examples of documentation include Business Entity Board Resolution, list of principals that includes new Responsible Principal or other documentation as applicable.
3. Mail original, completed form with supporting documentation to the address listed above.
4. Questions? Please call KSBTP at (785) 296-4800.

**Application is not complete until the application and supporting documentation have been received by the board office.**

**KSBTP Certificate of Authorization Number:** \_\_\_\_\_

**BUSINESS ENTITY NAME:** \_\_\_\_\_

**Current Responsible Principal:** \_\_\_\_\_ **Kansas License #:** \_\_\_\_\_

**NEW Responsible Principal:** \_\_\_\_\_ **Kansas License #:** \_\_\_\_\_

**Business Entity Address:** \_\_\_\_\_

**Business Entity City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Official mail should be addressed to the following preferred contact:** \_\_\_\_\_

**Preferred Contact's Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_  
Signature of NEW RESPONSIBLE PRINCIPAL

\_\_\_\_\_  
Date



KANSAS SEAL FOR NEW RESPONSIBLE PRINCIPAL

**Keep a copy of this application for your records.**