



FIRE PROTECTION BUREAU
EDUCATION, ENFORCEMENT, AND ANALYTICS SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3946 - firesprinkler@wsp.wa.gov



CHANGE OF LEGAL NAME/IDENTITY FOR A CERTIFICATE HOLDER

Read ALL instructions below carefully. Incomplete, illegible, or missing information will delay processing and may result in rejection. To **update the certification record attached to your legally changed name with this office** you must:

- 1) **Be currently certified** by this office. If your certification is expired, you will need to include this document with the reinstatement form for your type of certification (Certificate of Competency or Fitter).
- 2) Include all relevant paperwork documenting this legal change, such as a copy of the legal writ.

Please note this is a matter of the legal record bearing your identification. No records or details concerning this change is warranted or requested.

- 3) Include a copy of a valid government-issued photo identification (ID) that possesses a representative sample of your signature. For clarification, while we would prefer the new ID your previous one will suffice.
- 4) Return the originally issued certification document in its entirety so it can be replaced. There is no cost for this action, but any portion of the original certificate which cannot be returned must be accounted for.
- 5) Unless otherwise instructed, **DO NOT SUBMIT** any fees. There is ordinarily no cost associated with this action.
- 6) Complete all sections of this application. Write "NOT APPLICABLE", "DOES NOT APPLY", or other clarifying statements as needed. Blank entries may constitute an incomplete application.
- 7) Return all portions of this completed application marked "MUST RETURN AS PART OF THE APPLICATION" at the bottom right of the page along with all relevant documentation described herein to:

Washington State Patrol Fire Protection Bureau
Education, Enforcement, and Analytics Section
Post Office Box 42642
Olympia, WA 98504-2642

- 8) Within two to ten (2-10) working days of this paperwork being accepted as complete, your record will be updated and any replacement documentation requested will be issued.



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Date Received

LEGAL NAME CHANGE: CERTIFICATION RECORD

This form is **ONLY** used to change the legal name of an individual certified by this office under [RCW 18.160](#) and/or [RCW 18.270](#).

INCOMPLETE OR ILLEGIBLE SUBMISSIONS WILL BE SUMMARILY REJECTED

CURRENT/PREVIOUS/OLD RECORD HOLDER INFORMATION

Certification Number:	_____	(As issued by this office)
Complete Name of Certificate Holder:	_____	
Complete Mailing Address:	_____ _____	
Phone Number:	_____	FAX Number: _____
E-Mail Address:	_____	

NEW RECORD HOLDER INFORMATION

Certification Number:	_____	(As issued by this office)
Complete Name of Certificate Holder:	_____	
Complete Mailing Address:	_____ _____	
Phone Number:	_____	FAX Number: _____
E-Mail Address:	_____	

Indicate Which Certifications You Possess and are Returning:

- Level 1*
 Level 2*
 Level 3*
 Level U*
 Level ITT

Certifications issued under RCW 18.160 are 8 1/2" X 11" documents which are marked for separation into a Wall Mount, Employer Index Card, and Wallet Card. For each certification issued, all three (3) original pieces **MUST** be returned for reissuance. You must account for any portion which cannot be returned. Failure to do so will delay the process of reissuance.

- Residential
 Journey
 Trainee

Certifications issued under RCW 18.270 are 8 1/2" X 11" documents which can be separated into a Wall Mount and three (3) Wallet Card for the same individual. All four (4) original pieces **MUST** be returned for reissuance. You must account for any portion which cannot be returned. Failure to do so will delay the process of reissuance.

Remember to Include:

- Legal Paperwork Documenting the Name Change
 Copy of the New (preferably) Photo ID
 *The Associated Certification Stamp
 Has been DESTROYED

Signature of Record Holder (the person carrying the certification)

Date of Signature

CHANGE OF LEGAL NAME/IDENTITY



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FEE SUBMITTAL: CERTIFICATION LEGAL NAME CHANGE

Previous Certificate Holder Name: _____	
New/Current Certificate Holder Name: _____	
Licensing and/or Certification Costs	Total Cost of Change
ALREADY PAID	\$ 0.00

This form is completed by certificate holder who has changed their legal name and works for those who carry certification as a Certificate of Competency Holder under RCW 18.160, certification as a Fitter under RCW 18.270, or those who carry certifications from both laws. Complete this form by:

- 1) Providing your previous and current name. This is the name of the individual certified under RCW 18.160 and/or RCW 18.270.
- 2) Include ALL forms marked MUST RETURN AS PART OF THE APPLICATION. Unless otherwise instructed, partial or incomplete submissions – on any level – WILL NOT be accepted and may be discarded.
- 3) Submit NO PAYMENT, as this is merely an administrative action.
- 4) Your status as a legally compliant certificate holder is NOT affected by this process. Your certification status remains intact and without interruption, as this is not a revocation, suspension, or other punitive action.
- 5) Once received and verified that issuance is valid and legal, the new documentation can be on its way in as little as two (2) working days, but allow up to ten (10) working days on the outside.
- 6) For those normally allowed to order a certification stamp (Levels 1, 2, 3, or U), the instructions for doing so will be provided with the newly issued certification and provided to you with it.

CHANGE OF LEGAL NAME/IDENTITY