



RECORD UPDATE FOR A LICENSED SPRINKLER CONTRACTOR

Read ALL instructions below carefully. Incomplete, illegible, or missing information will delay processing and may result in rejection. To **update your existing sprinkler licensing contact record with this office** you must:

- 1) **Be currently licensed** by this office. If your company's license is expired, simply complete the Sprinkler Contractor Licensing Reinstatement Form (Form Number 3000-420-248).
- 2) This form can **ONLY** be used to update the following information:
 - a. Contact/Business Contact Name
 - b. Mailing Address.
 - c. Phone Number.
 - d. Fax Number.
 - e. Email Address.
- 3) This form **CANNOT** be used to update the following information:
 - a. Legal Name – Use the Licensing Legal Name Change Form (Form Number 3000-420-257).
 - b. Licensing Level – Use the appropriate Initial Sprinkler Contractor License Application.
 - c. Company Ownership – Licenses are legally non-transferrable. Contact our office.
 - d. Bond or Surety Data – Provide the Change of Rider or other official documentation from the surety company.
- 4) Unless otherwise instructed, **DO NOT SUBMIT** any fees. There is ordinarily no cost associated with this action.
- 5) 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.
- 6) Should you wish a replacement license, return the originally issued document.
- 7) Return all portions of this completed application marked “MUST RETURN AS PART OF THE APPLICATION” at the bottom right of the page to:

USPS

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

E-Mail (Preferred)

firesprinkler@wsp.wa.gov

- 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.



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



Date Received

RECORD UPDATE: LICENSING CONTACT INFORMATION

*This form is **ONLY** for use by a currently licensed Fire Protection Sprinkler System Contractor who wishes to change some aspect of their licensing record with this office. Information that can be changed by this form includes address, phone number, FAX number, and/or e-mail address and only a representative of the contractor – someone with signature authority – can request changes be made to their licensing record.*

CURRENT LICENSING RECORD CONTACT INFORMATION (OLD DATA)	
Full Licensing Name:	_____
Washington State (Specialty) Contractor Number:	_____ (Issued by L&I)
Complete Business Contact Name:	_____
Complete Mailing Address:	_____ _____
Phone Number:	_____
FAX Number:	_____
E-Mail Address:	_____

Licensing Record to be Updated

Check the Level of License Issued to This Company

- Level 1
 Level 2
 Level 3
 Level U
 Level I&T

UPDATED LICENSING RECORD CONTACT INFORMATION (NEW DATA)	
Complete Business Contact Name:	_____
Complete Mailing Address:	_____ _____
Phone Number:	_____
FAX Number:	_____
E-Mail Address:	_____

I, the undersigned company signatory, do hereby attest the above information is correct, true, and proper for the fire protection sprinkler system contractor noted above. I am authorized to make this update on their behalf.

Printed Name of the Company Signatory

Position With Company

Signature of the Company Signatory

Date of Signature

LICENSING RECORD UPDATE



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FEE SUBMITTAL: LICENSING RECORD UPDATE

License Holder: _____	
Licensing Fees	Total Cost of Update
ALREADY PAID	\$ 0.00

- 1) Complete this form by writing the name of the license holder whose record is being updated.
- 2) Include ALL forms marked "MUST RETURN." Unless otherwise instructed, partial or incomplete submissions – on any level – WILL NOT be accepted and may be discarded.
- 3) Do not send any additional unnecessary paperwork not otherwise identified as part of this process.
- 4) Submit NO PAYMENT, as this is merely an administrative action.
- 5) Once received and verified as a valid update, the record is changed. This is generally completed within a single day of receipt.
- 6) There is no notification provided that the update has been made, unless you have requested a replacement license to match the new data.
- 7) Should you want a replacement license, simply return the original existing/old license document with this paperwork and one will be issued. This action WILL NOT affect your licensing status or the certification status of anyone you employ under your license.

LICENSING RECORD UPDATE