

Instructions for Adding an Officer, Director, Shareholder (more than 5%), Member, etc. to a Current License

To add an officer to a current license, please provide the following:

1. Corporate minutes adding person and minutes showing all current officers, directors, shareholders or members.
2. Completed and notarized [disclosure form](#).
3. 2 passport sized photos.
4. Copy of driver's license.
5. Proof of home address (utility bill, lease, or vehicle registration).
6. Once your paperwork has been reviewed, you will be sent a notice to be fingerprinted for the following licenses only:
 - Home Improvement
 - Environmental Hazard Remediation Technician
 - Locksmith
 - Scrap Metal Processors, Vehicle Dismantlers, & Junk Dealers