

Instructions for Adding Management Personnel to a Current Home Improvement License

To add a manager, please provide the following:

1. Completed and notarized [Disclosure Form](#).
2. 2 professional passport type photos.
3. Copy of valid Driver's License.
4. Proof of home address (utility bill, lease or vehicle registration).
5. A letter from the owner or an officer of the **licensed business** requesting that the applicant be added as a manager for the business. The letter must be dated and have an original signature-
copies will not be accepted.