



Anyone who owns or operates a home improvement business or who offers, performs, or agrees to perform home improvements in Pennsylvania **must** register with the Office of Attorney General unless they are specifically exempted<sup>1</sup> under Pennsylvania's Home Improvement Consumer Protection Act. All home improvement contractors must be registered by July 1, 2009. If you do not register you will be prohibited from performing home improvements in Pennsylvania on July 1, 2009.

**Due to the anticipated volume of applications, contractors are encouraged to register online for faster processing.** However, if you register by mail, you should allow several weeks for processing once a completed application has been submitted. Incomplete applications cannot be processed.

Registrants will be issued a unique Pennsylvania Home Improvement Contractor number (PAOAGHC #) which must be included in all advertisements, contracts, estimates and proposals used in Pennsylvania. Home improvement contractors must also use contracts meeting the requirements of the Home Improvement Consumer Protection Act and must refrain from engaging in any act or practice prohibited by the law. Failure to comply with the Home Improvement Consumer Protection Act can lead to civil and criminal penalties.

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## General Instructions for Completing Pennsylvania's Home Improvement Contractor Registration Application

Please read the instructions for each section of the application before completing the application form. **Please note that the pages are double-sided.**

Please type your answers or print clearly in blue or black ink.

You must complete each section of the application. If a question requests information that does not apply to you, please indicate that on the form (e.g., "not applicable" or N/A).

You may attach additional pages to supply any information requested on the application form. Include the name of the applicant, whether an individual or a business entity, at the top of each additional page and indicate which section and question you are answering.

A non-refundable fee of \$50.00 (check or money order) must accompany your application.

Incomplete applications will not be processed.

The signed original application must be filed with the Office of Attorney General, Bureau of Consumer Protection, 15<sup>th</sup> Floor, Strawberry Square, ATTN: Home Improvement Contractor Registration, Harrisburg, PA 17120.

You must notify the Office of Attorney General of any changes to the information submitted in this application by writing to the address above .

***You can file your application electronically by completing this form online at [www.attorneygeneral.gov](http://www.attorneygeneral.gov).***

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<sup>1</sup> Under the Home Improvement Consumer Protection Act, individuals performing home improvements valued at less than \$5,000 in a calendar year are not required to register. Home improvement retailers with a net worth of \$50 million or more also do not need to register, however subcontractors and independent contractors performing home improvements for these retailers must be registered.

# Application Instructions

## Section A - Type of Applicant

Check the appropriate box describing the applicant.

- If you are self-employed, a sole proprietorship, a subcontractor, or an independent contractor, check “individual.”
  
- If you are registering a corporation or other business entity, check the box that corresponds to the type of business.

## Section B – Names, Contact Information, and Business Information

### General information:

The name provided in Section B1 (for individual applicants) or Section B2 (for business applicants) will be the name that appears on your registration.

Applications must contain the driver’s license number and issuing state for each person listed in the application. If the person does not have a driver’s license, the person must provide the number and issuing state of a state-issued identification card. Those without a driver’s license are required to submit a copy of their ID card with their application.

If a Federal Employer Identification Number (FEIN) has been issued to any party named in the application, the number must be provided.

If any person or business listed in the application operated a home improvement business in the past, the name(s) and address(es) of the business(es) must be listed in the application.

Social Security Numbers and driver’s license information will not be publicly disclosed.

### ***Individual Applicants – Complete Section B1***

Individual applicants must provide their personal data, contact information, and background information, together with the name and contact information for the business employing them (if any). Fax numbers and e-mail addresses are *optional*, however, we can contact you more quickly if necessary if this information is provided. After completing Section B1, individual applicants should continue with Sections C-G on pages 4 and 5 and complete each remaining section of the application, along with the certification page.

### ***Business Applicants (Corporations, Limited Liability Companies, Limited Partnerships, General Partnerships and Joint Ventures) – Complete Section B2***

Business applicants must provide business data, contact information and background for the applicant beginning on the top of page 2. In the remaining space (and additional pages as necessary) businesses must also provide personal data, contact information, and background for **all** partners, officers, and managers. Business applicants must also complete the bottom section on page 3 to list all directors and all other parties who hold an equity interest in the business of 5% or more. After completing Pages 2 and 3, business applicants should continue with Sections C-G on pages 4 and 5 and complete each remaining section of the application, along with the certification page.

### **Section C – Other Business Names**

If the applicant does business under any name other than the name being registered, provide the name(s) on page two (attaching additional sheets as necessary). Pennsylvania law requires fictitious names to be registered with the Pennsylvania Department of State *before* those names may be used. Forms may be obtained online at <http://www.paopen4business.state.pa.us> or by calling the Department of State Corporation Bureau at 1-888-659-9962.

### **Section D – Registered Agent (required for out-of-state businesses)**

A registered agent or registered office must be listed if your business is not based in Pennsylvania. This is the person/office authorized by your business to accept service of legal papers.

### **Section E – Other Home Improvement Contractor Licenses or Registrations**

If the applicant is registered or licensed as a contractor in any other state, including a local or municipal registration or license, list each registration or license that is held. For each license or registration, identify the state where it was issued, the office or agency that issued the license or registration (e.g. New Jersey Office of Attorney General, Prince George County, Dublin City, etc.), and the registration or license number, if one was issued.

### **Section F – Description of Business**

Describe all goods and services offered or provided in Pennsylvania by the applicant.

### **Section G – Background**

The Home Improvement Consumer Protection Act requires background disclosures for all individuals and businesses listed in the application. You must provide information regarding: criminal convictions or guilty pleas; bankruptcies; civil lawsuits involving a home improvement business, including any civil settlements with a District Attorney or state Attorney General; revocation of a home improvement contractor license or registration; or a ban or suspension from participating in government or non-profit home improvement programs.

If any person or business listed in the application has been involved in such an action or case, you must check the appropriate box and provide further information regarding the action or case in the space provided (or additional sheets as necessary). Provide information for every case or action associated with every person or business, attaching additional sheets as necessary.

### **Section H - Insurance**

In the spaces provided, provide information regarding the applicants insurance coverage for bodily harm (personal injury) and property damage. If you have a general commercial liability insurance policy, it may include coverage for property damage and personal injury/bodily harm liability. You should ask your carrier if you have any questions about insurance coverage. If the required coverage is provided under more than one policy or by more than one insurer, please list each policy separately, attaching additional pages as necessary.

### **Certification Page**

Each application must be signed and dated and must certify that the information contained in it is truthful and accurate. It is a crime to provide false or misleading information to authorities.

IN ORDER TO EXPEDITE THE ISSUANCE OF YOUR REGISTRATION CERTIFICATE, PLEASE REVIEW THIS CHECKLIST AND MAKE SURE YOUR APPLICATION CONTAINS ALL OF THE FOLLOWING:

- The type of applicant or business (Section A)
- The name of the applicant and contact and background information for the applicant (Section B1 or Section B2)
- For business applicants (Section B2), information for officers, directors, partners, joint venture parties, directors and parties with more than a 5% interest in the business (pages 2 and 3)
- A list of any other names used by the applicant (if any) (Section C)
- The registered agent for out-of-state applicants (Section D)
- A list of all home improvement registrations and licenses issued to the applicant in other states, including local or municipal registration or licenses (Section E)
- A description of the applicant's business (Section F)
- Background disclosures for each person or business listed in the application (Section G)
- The applicant's insurance information (Section H)
- A signed and dated application certification
- A check or money order in the amount of \$50 payable to the Commonwealth of Pennsylvania (application fees are not refundable)
- **Send your completed application and payment to:**

**Office of Attorney General  
Bureau of Consumer Protection  
15<sup>th</sup> Floor, Strawberry Square  
Harrisburg, PA 17120**

**ATTN: Home Improvement Contractor Registration**

*For further information and Frequently Asked Questions visit  
[www.attorneygeneral.gov](http://www.attorneygeneral.gov) or call 717-772-2425.*