



# Kansas Attorney General

**Kris W. Kobach**

Roofing Registration Unit  
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## INITIAL APPLICATION Kansas Roofing Contractor Registration Act

### Instructions for Application

1. Return completed application, required documents, and nonrefundable registration fee to the address listed above. For Initial Applications submitted from May 1<sup>st</sup> to December 31<sup>st</sup>, the fee is \$250. For initial applications submitted and approved between Jan. 1 – Apr. 30, the prorated fee is \$125. The prorated registration will expire Jun 30<sup>th</sup> of the same year a prorated amount was paid. If the registration is issued in May or June the registration will not expire until the subsequent year. Please make remittance payable to “Kansas Attorney General.”

2. Please provide the following documents with the completed application:

- Certificate of liability insurance of at least \$500,000, listing “Office of the Kansas Attorney General, 120 SW 10<sup>th</sup> Ave., Topeka, Kansas 66612” as the certificate holder;
- Certificate of workers’ compensation coverage or affidavit of exemption or self-insurance; and
- Certificate of current tax clearance or letter from the Kansas Department of Revenue. Available at [www.ksrevenue.org/taxclearance.html](http://www.ksrevenue.org/taxclearance.html). Please call (785) 296-3199 for assistance with a tax clearance certificate.
- If you are registered as a roofing contractor in any state other than Kansas, include current information from the registering state agency in each such state showing whether you are in good standing, have pending disciplinary proceedings, or have had disciplinary action taken against the registration, certificate, permit, or license.
- Government photo I.D. or Driver’s License for Applicant/Owner and Designated Roofing Contractor(s).

3. Businesses must be registered with the Kansas Secretary of State’s office prior to registering with the Roofing Registration Unit. This is not required for Sole Proprietorships. Please call (785) 296-4564 for assistance.

4. Answer all questions on the application. Mark “N/A” if the question does not apply.





**Business information**  
**(Must Be Completed)**

8. Type of Business Entity:  LLC  Partnership  Sole Proprietorship  Corporation

9. State of Formation: \_\_\_\_\_

10. Kansas Secretary of State Business Entity ID # (Seven Digit Number): \_\_\_\_\_

11. Business Name: \_\_\_\_\_

12. Business Mailing Address: \_\_\_\_\_  
Street City State Zip

13. Business Physical Address \_\_\_\_\_  
Street City State Zip

14. Business Phone: (\_\_\_\_) \_\_\_\_\_

15. Business Email Address: \_\_\_\_\_

16. Trade Name or D/B/A name: \_\_\_\_\_

17. Employer Identification Number (EIN) or Taxpayer Identification Number (TIN/SSN<sup>2</sup>): \_\_\_\_\_

18. United States Department of Transportation (USDOT) #: \_\_\_\_\_

19. Designated Roofing Contractors who will act as agents for the business entity and be covered by this registration (use addendum page, if necessary):

Full Legal Name: \_\_\_\_\_  
First Middle Last

Residential Address \_\_\_\_\_  
Street City State Zip

Personal Phone: (\_\_\_\_) \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

Driver's License or State ID Number: \_\_\_\_\_ State: \_\_\_\_\_

- **Please attach a clear and legible copy of a current state or federal government-issued photographic identification card of each Designated Roofing Contractor that demonstrates each contractor is at least 18 years old.**

Social Security Number<sup>2</sup>: \_\_\_\_\_

<sup>2</sup> Disclosure of a social security number ("SSN") is voluntary. Failure to provide a SSN may delay application processing. The SSN may be used to identify applicants in criminal and/or financial history investigations, and may be provided to other Kansas State agencies, as allowed by Kansas law.

20. Has the applicant ever been licensed or registered as a roofing contractor in a state other than Kansas?

Check one of the following:

- No, the applicant has never had a roofing contractor license or registration in any state other than Kansas.
- Yes, the applicant has or at one time had a roofing contractor license or registration issued by the following state(s):

\_\_\_\_\_

- **If you answered “yes” to question 20, include certified documentation indicating your current status in all other state(s).**

21. Has the applicant or any designated roofing contractors working for applicant ever been disciplined, fined, sanctioned, cited, or had its license or registration to perform work as a roofing contractor suspended or revoked in any state other than Kansas? If yes, indicate the State of such event, the nature of the action taken, and the date of the action taken.

- No     Yes. Explanation: \_\_\_\_\_

\_\_\_\_\_

22. Has the applicant or any designated roofing contractors working for applicant ever been convicted of a felony? If yes, indicate the nature of the offense. Use addendum page, if necessary.

- No     Yes

Name: \_\_\_\_\_

Date(s) of Conviction: \_\_\_\_\_

Court(s): \_\_\_\_\_

Offenses: \_\_\_\_\_

23. Has the applicant been adjudicated by a court of competent jurisdiction for any of the following Roofing Registration Act violations?

- No     Yes    Abandoned a roofing contract without legal grounds after a deposit of money or other consideration has been made;
- No     Yes    Diverted any funds or property entrusted to a roofing contractor;
- No     Yes    Engaged in any fraudulent or deceptive acts or practices or misrepresented any products, services or qualifications as a roofing contractor;
- No     Yes    Made a false or misleading statement in an application for a roofing contractor registration certificate or renewal application or in solicitation for a contract for roofing services;

- No  Yes Violated any judgment or order by a court of competent jurisdiction against the roofing contractor for a violations of the provisions of the Roofing Registration Act;
- No  Yes Engaged in work without a valid registration certificate as required for roofing contractors pursuant to this act or performing roofing services during any period when the roofing contractor's registration certificate is denied, suspended, or revoked;
- No  Yes Engaged in roofing services without obtaining a proper permit as may be required by any state or local authority;
- No  Yes Failed to comply with any tax laws authorized by the state or any of its political subdivisions;
- No  Yes Damaged or injured any person or property while performing roofing services under a valid roofing contractor registration certificate for which the roofing contractor's liability insurance or workers compensation coverage was inadequate;
- No  Yes Failed to comply with any provision of the Roofing Registration Act or any rule and regulation adopted thereunder.

Applicant, by signing below, hereby declares under oath or by affirmation that this application, related forms, and all supplemental materials submitted herewith, and all information contained therein, are true and correct. By submitting this application and signing below, I declare (or verify, certify or state) under penalty of perjury that the following statements are true and correct:

- Applicant desires registration under the Kansas Roofing Contractor Registration Act.
- Applicant agrees to fully comply with the Kansas Roofing Contractor Registration Act.
- Applicant agrees to fully comply with all Federal and Kansas laws and local ordinances.
- Applicant and any designated roofing contractors consent to a criminal history records search or a background check.
- Applicant and entity seeking registration, if a non-resident and/or foreign corporation, agree that the filing of this application appoints the Kansas Secretary of State as the legal agent for service or process.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated roofing contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated roofing contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated roofing contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated roofing contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated roofing contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

