



Kansas Attorney General

Derek Schmidt

Roofing Registration Unit

120 SW 10th Avenue, 2nd Floor

Topeka, KS 66612-1597

PHONE: (785) 296-3751 or (800) 432-2310

FAX: (785) 291-3699 • www.ag.ks.gov/roofing

RENEWAL APPLICATION

Kansas Roofing Contractor Registration Act

Instructions for Renewal Application

1. Return completed application with nonrefundable registration fee (\$250) to the address listed above.

Make remittance payable to “Kansas Attorney General”

Renewal Applications must be postmarked and received in its entirety by June 30th to keep your registration certificate in good standing. Renewal applications must be postmarked by July 31st to avoid status changes and additional fees up to \$750.00.

2. Provide the following documents with the completed application:
 - a. Certificate of liability insurance, which shall be not less than \$500,000, and which shall list “Office of the Kansas Attorney General, 120 SW 10th Ave. Topeka, Kansas 66612” as the certificate holder;
 - b. Certificate of workers’ compensation coverage or affidavit of exemption or self-insurance; and
 - c. Certificate of current tax clearance or letter from the Kansas Department of Revenue. The Certificate of current tax clearance is available at www.ksrevenue.org/taxclearance.html
 - d. If you are registered as a roofing contractor in any state other than Kansas, include current and certified 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.

11. Business Address _____
Street City State Zip

12. Business Mailing Address: _____

Street City State Zip

13. Business Phone (____) _____

14. E-mail Address: _____

15. Trade Name or D/B/A name: _____

16. Federal Employee Identification Number _____

17. United States Department of Transportation (USDOT) # _____

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

Name _____ Phone (____) _____

Address _____
Street City State Zip

Birthdate _____ Social Security Number* _____

* Disclosure of a social security number (“SSN”) is voluntary. Failure to provide a SSN may delay application processing. The SSN is requested pursuant to the Kansas Roofing Contractor Registration Act. The SSN may be used to identify applicants in criminal and/or financial history investigations. The SSN may be provided to other Kansas state agencies, as allowed by Kansas law.

19. Please indicate whether the applicant currently has, or has ever had, a license or registration as a roofing contractor in any state other than Kansas. If yes, please list all states in which the applicant has or had a roofing contractor license or registration.

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 19, include a letter indicating your current status in all other state(s). If the state agency issues a certificate or license, include a copy of that certificate or license.

20. 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: _____

21. Since the date the applicant's prior roofing registration certificate was issued, has the applicant or any designated roofing contractors working for applicant ever been convicted of a felony offense in Kansas, another state, or any other place? If yes, indicate the nature of the offense upon which a conviction was imposed (use addendum page, if necessary).

No Yes

Name	Date of Conviction	Court	Offense

22. 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 paid;

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 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, applicant declares under oath 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 _____

Use addendum page for additional signatures and information, as needed.

