



Kansas Attorney General

Kris W. Kobach

Roofing Registration Unit
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PHONE: (785) 368-6644
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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 1st to December 31st, the fee is \$250. For initial applications submitted between Jan. 1 – Apr. 30, the prorated fee is \$125. The prorated registration will expire June 30th of the same year a prorated amount was paid. Registration must be renewed. Please make remittance payable to “Kansas Attorney General.”
2. Please provide the following documents with the completed application:
 - a. Certificate of liability insurance of at least \$500,000, listing “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. Available at www.ksrevenue.org/taxclearance.html. Please call (785) 296-3199 for assistance with a tax clearance certificate.
 - d. 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.
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.

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 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: _____

