



# Kansas Attorney General

**Kris W. Kobach**

Roofing Registration Unit  
120 SW 10th Avenue, 2nd Floor  
Topeka, KS 66612-1597  
EMAIL: [roofing@ag.ks.gov](mailto:roofing@ag.ks.gov)  
[www.ag.ks.gov/roofing](http://www.ag.ks.gov/roofing)  
PHONE: (785) 368-6644  
FAX (785) 291-3699

## **RENEWAL APPLICATION Kansas Roofing Contractor Registration Act**

### **Instructions for Renewal Application**

1. Return completed application, required documents, and nonrefundable registration fee of \$250 to the address listed above. Please make remittance payable to “Kansas Attorney General.”

Renewal Applications and all required documents **must** be received via email to this office **by June 30<sup>th</sup>**; or, if mailed, **postmarked by June 30<sup>th</sup>** to avoid a potential status change.

To allow for transmission and processing time, **we strongly recommend emailing your application and documents to [roofing@ag.ks.gov](mailto:roofing@ag.ks.gov) by May 1<sup>st</sup>**. If your application is **delayed or remains incomplete on June 30<sup>th</sup>**, your registration status may change to “**not in good standing**” and you may incur significant additional fees.

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 10<sup>th</sup> 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](http://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.

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## **RENEWAL APPLICATION FOR ROOFING CONTRACTOR REGISTRATION**

Complete this application to renew your existing roofing registration certificate. To file an original application, use the application found at <http://ag.ks.gov/in-your-corner-kansas/resources/roofing-registration>

Please **type or print** in ink.

Current Kansas registration number: \_\_\_\_\_

<p><i>Preparer information</i></p>
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*(to be completed **only if Preparer is different from Applicant**)*

1. Full Legal Name: \_\_\_\_\_  
  First  Middle  Last
2. Address: \_\_\_\_\_  
  Street  City  State  Zip  County
3. Email address: \_\_\_\_\_
4. Telephone: (\_\_\_\_) \_\_\_\_\_
5. Relationship to Applicant: \_\_\_\_\_

Preparer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preparer is an Attorney representing the Applicant.  No  Yes

Preparer has Power of Attorney to act on Applicant's behalf.  No  Yes

- **If yes, please attach a copy of the Power of Attorney document.**





19. 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 19, include certified documentation indicating your current status in all other state(s).

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? If yes, indicate the nature of the offense (use addendum page, if necessary).

No     Yes

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

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

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

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

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: \_\_\_\_\_

