

PSP CHANGE OF NAME OR ADDRESS APPLICATION
(must be typed and verified)

To be completed by Chief Clerk:

Docket No. SC-_____

Notary's seal on original []

Current Certificate Number: _____ Date of Application: _____

Check the box(es) below which identify the change(s) to be made:

- Change name
- Change or establish a trade name or dba name (I have attached the required exhibit.)
- Change address
- Change telephone number

Current Name on certificate

New Name as it is to appear on certificate
(If no change, type "SAME.")

Current Trade Name or dba Name

New Trade Name or dba Name if different
from above (If none, type "N/A.")

Current Address on certificate

New Address to which regulatory mail is to
be sent (If no change, type "SAME.")

Street or P.O. Box

Street or P.O. Box

City

City

State

Zip Code

State

Zip Code

Day Telephone Number: _____ Check if new []

Other Telephone Number at which certificate holder can
be reached: _____ Check if new []

Certification

I certify that I am the holder of certificate number _____ and that I desire that the name and/or address appearing on this certificate be changed as indicated above. I understand that the new name and address will appear on the certificate and that the posted information at my payphones must reflect the new name and address. I understand that I am responsible for requesting that the telephone company change its records to reflect any name changes on my certificate.

Date

Signature of Applicant

Name typed

The person whose signature appears above is (check appropriate block):

- Sole proprietor
- General partner
- Management official of applicant
(specify title: _____)

Verification

STATE OF _____ COUNTY OF _____

The above-named _____, personally appeared before me this day and, being first duly sworn, says that the facts stated in the foregoing application and any exhibits, documents, and statements thereto attached are true as he verily believes.

WITNESS my hand and notarial seal, this _____ day of _____, 20____.

My Commission expires _____

Signature of Notary Public

Typed name of Notary Public

NOTE TO NOTARY: See verification requirements under Item 7 of "A. Completing the Application."

PSP CHANGE OF NAME OR ADDRESS APPLICATION - INSTRUCTIONS

A. Completing the Application

1. This application form is to be used by a current certificate holder who desires to change the name or address of his business where no change in the form of business, i.e., sole proprietorship, corporation, etc., and no change in the responsible party is needed. If this business is being sold or if the holder is incorporating, for example, this is not the appropriate form. In cases such as those where there is a change in the form of business or a change in responsibility, a new Application for PSP Certificate must be filed.
2. The blanks in the box at the top left corner of the application pertaining to Docket No. (SC-) and appearance of the notary's seal will be completed by the Chief Clerk when the application is received at the Commission. The remainder of the application is to be completed by the certificate holder and verified before a notary public.
3. The current name of the certificate holder must be the name which appears on the current certificate.
4. The new name and new address will appear on the new certificate. The new name must be the name of the responsible party and the new address must be the same as the address which will be posted at the provider's PSP instruments. A certificate will be issued only in the real name of the owner(s) or the corporate name.
5. If a trade name or dba name will be used to do business in North Carolina, the trade name or dba name must be on file with the Commission and must be supported by the exhibit specified in B. below. The certificate will be issued in the real name of the owner(s) or the corporate name and a notation of the trade name or dba name (if any) will be made. This application may be used to file a newly established trade name or dba name with the Commission or to change a trade name or dba name by completing the "New Trade Name or dba Name" blank. If no trade name or dba name will be used, simply type "N/A" in the blank.
6. The PSP Change of Name or Address Application must be completed and signed by the owner of a sole proprietorship, by a general partner of a partnership, by an officer of a corporation, or by a responsible official for other certificate holders.
7. The application must be signed before a notary public and the name of the person who completes and signs the application must be typed or printed by the notary in the space provided in the verification section. The notary's name must be typed below the notary's signature, or the notary's seal must be affixed to the original and each of the four (4) copies.

8. Applications which are not properly completed or which are incorrectly verified will be returned to the applicant.

B. Required Exhibits

1. If a name change is requested, and the new name is not the real name of the owner(s) or the corporate name, give the trade name or dba name in the blank above, "New Trade Name or dba Name," and attach a copy of the Certificate of Assumed Name required by North Carolina General Statute 66-68. This certificate may be obtained from the county Register of Deeds.

C. Filing the Application

1. To change the name or address of a current certificate holder, the original and four (4) copies of the PSP Change of Name or Address Application and the required exhibit(s) must be filed with the Commission at the following address:

Chief Clerk
North Carolina Utilities Commission
4325 Mail Service Center
Raleigh, North Carolina 27699-4325.