



COMPANY NAME / LOCATION CHANGE REQUEST FORM

Please complete this form when you are requesting a company name or location change for your organization. In the applicable spaces below, please enter the **NEW** information and send the form to API through the contacts page at www.api.org/ContactMonogram. **WHEN SUBMITTING THE FORM, PLEASE PROVIDE THE FOLLOWING:**

- **API Monogram Licensing Program Requirements** initialed and signed by company officer (for all Monogram Licensees)
- **APIQR Registration Program Requirements** initialed and signed by company officer (for all APIQR Registrations)
- **An official document in the English language that reflects the legal name of the organization/company (Name change requests only)**

Check All that Apply:

- Company Name Change Effective Date: (month/date/year) _____
- Company Location Change Effective Date: (month/date/year) _____
- Company Ownership Change Effective Date: (month/date/year) _____

Facility ID: _____

Company Name: _____

(For name change requests, provide the NEW name as it should appear on the facility API account and certificate)

Facility Name, if applicable: _____

Actual Physical Location of Facility to be Licensed and/or Registered: *(For location change requests, provide the NEW location to be identified on the facility's certificate)*

Street Address *(PO Box not acceptable)* _____

City _____ State/Province _____

Postal Code _____ Country _____

Primary Contact for Correspondence/Billing:

Name _____ Title/Position _____

Email _____ Phone _____

Street Address *(no PO Box please)* _____

City _____ State/Province _____

Postal Code _____ Country _____

Facility Contact: *(Person at the licensed facility location if different from the Primary Contact above)*

Name _____ Title/Position _____

Email _____ Phone _____

Name Change Requests:

What is the reason for the name change? _____

Location Change Requests:

% of employees transferring to the new facility: _____ Distance from original location: _____

Will the same Quality Management System be used at the new facility? Yes No