



west virginia department of environmental protection

Division of Air Quality
601 57th Street, SE
Charleston, WV 25304
(304) 926-0475

Harold D. Ward, Cabinet Secretary
dep.wv.gov

NAME CHANGE COVER DOCUMENT

Note: This form must be returned with the permit transfer or name change request letter(s).

1. Current Company Name: _____
2. Current Facility Name: _____
3. WV Division of Air Quality Facility ID Number: _____ - _____

4. Reason for Change Request: (check one box only)

Change of Ownership – Change of ownership occurs when the effective authority or control of the facility changes. If there has been a transaction involving cash, stock, assets or other items of value, check this box and return this form along with the appropriate seller & buyer letters, the sale agreement, plus the \$200 fee the is required to transfer the Certificate to Operate (CTO) or Certified Emission Statement (CES).

OR

Change of Name Only – A name change only occurs when **only** the name of the facility has changed and there has been no change in the company’s FEIN. If there has been no change in the effective ownership or authority, check this box and return this form along with the name change request letter. There is no fee for a name change.

5. New Company Name: _____
6. New Facility Name: _____
7. Date that the West Virginia Secretary of State’s Office qualified the new company to do business in West Virginia: _____

Note: A copy of the business certificate from the Secretary of State’s Office may be requested.

I, the undersigned, certify that all information contained on this form and any supporting documents appended hereto, is true, accurate and complete.

Name: _____ Title: _____

Signature: _____ Date: _____