

National Board "R" or "NR" Certificate of Authorization Revision Request Application

This form is to be used to revise the name, location or scope of your current certificate.

Certificate Type being revised: "R" "NR" Certificate Number: _____

Does your company hold an ASME Certificate of Authorization? Yes No

COMPANY NAME AND ADDRESS AS IT APPEARS ON YOUR CURRENT CERTIFICATE OF AUTHORIZATION:

REQUESTED REVISION (for a name and/or location change provide the information exactly as it appears in your QC Manual):

Revision Type:

***Name Change**
 (including abbreviation)

Scope Change

****Location Change** (a review at your new location may be required based on Jurisdictional requirements)

***For name changes:**

Requested Abbreviation (when applicable): _____

Is this name change due to an Ownership Change? YES NO

IF YES, by checking the box below, the new owners agree that they will take full responsibility for all work previously performed under this R Certificate of Authorization. If the new owners do not want to take responsibility for previous work performed under this R Certificate, an NB-12 form will need to be submitted to apply for a new R Certificate of Authorization.

Yes, we agree to the above statement.

****For location changes:**

Distance from previous location (in miles): _____

Mailing address (if different than your physical address):

X _____
 Signature of Authorized Company Representative

 Date

 Printed Name of Authorized Company Representative

 Printed Title of Authorized Company Representative

Phone: _____ Email: _____

AUTHORIZED INSPECTION AGENCY ACCEPTANCE - By signing this form, you, the AIA Representative, acknowledge that the above changes have been reviewed and accepted in the Company's Quality Control Manual.

X _____
 Signature of Authorized Inspection Agency Representative

 Date

 Printed Name of Authorized Inspection Agency Representative

 Authorized Inspection Agency Name

Along with this form, and before the revised certificate can be issued, you will need to submit:

- A copy of the cover page of your QC Manual reflecting the applicable change(s).
- Revision fee in the amount of \$50.00 USD.
 Payment can be made by Credit Card, Check or Wire Transfer. For security reasons, **we DO NOT accept credit card payments via email.** If you prefer this method of payment, please call the National Board Accounting Department at 614.888.8320 ext. 217 or fax your credit card information, along with this form, to 614.985.4615.

NOTE: You should continue using the company name that appears on your current Certificate of Authorization when stamping repaired/altered items and completing R forms until the revised certificate is issued.

This form may be submitted by Email: repairstamp@nationalboard.org, Fax: 614-847.1828 or Mail: The National Board, Attn: Accreditations Department, 1055 Cupper Avenue, Columbus, OH 43229

NATIONAL BOARD USE	Company ID#
	Amount Paid
	Date
	Check No/Type of Payment