

**State of Florida**  
**Department of Business and Professional Regulation**  
**Construction Industry Licensing Board**  
**Request for Change of Status for Qualifying Agent(s)**  
**Form # DBPR CILB 24**

**APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.**

<b>APPLICATION REQUIREMENTS</b>
<input type="checkbox"/> Change from Primary to Secondary Qualifying Agent: complete Sections I-III, and V of this application.
<input type="checkbox"/> Change from Secondary to Primary Qualifying Agent: complete Sections I, II, IV, and V of this application.

**Please mail your completed application to:**  
Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783

**State of Florida**  
**Department of Business and Professional Regulation**  
**Construction Industry Licensing Board**  
**Request for Change of Status for Qualifying Agent(s)**  
**Form # DBPR CILB 24**

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.  
**For additional information see the Instructions at the end of this application.**

**Section I – Transaction Type**

<b>TRANSACTION TYPE (Select only one.)</b>	
<input type="checkbox"/>	Change from Primary Qualifying Agent to Secondary Qualifying Agent- Complete Sections II, III, and V. <b>[06xx/3021]</b>
<input type="checkbox"/>	Change from Secondary Qualifying Agent to Primary Qualifying Agent- Complete Sections II, IV, and V. <b>[06xx/3021]</b>

**Section II –Business Information**

<b>BUSINESS INFORMATION</b>			
Business Name:		Federal Employer ID Number (FEID):	
Doing Business As (d/b/a):			
Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (please specify): _____			
<b>MAILING ADDRESS</b>			
Street Address or P.O. Box			
City		State	Zip Code
County (if Florida address)		Country	
<b>BUSINESS CONTACT INFORMATION</b>			
Contact Name:			
Phone Number of Contact		E-Mail Address of Contact	
<b>BUSINESS LOCATION ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)</b>			
Street Address			
City		State	Zip Code (+4 optional)
County (if Florida address)		Country	



### Section III – Change from Primary to Secondary Qualifying Agent

**NOTE:** All qualified businesses **must** have at least one Primary Qualifying Agent. Changing a Primary Qualifying Agent to a Secondary Qualifying Agent requires you to have at least one Primary Qualifying Agent for the business. If a Primary Qualifying Agent is not designated, **ALL** Secondary Qualifying Agents will become Primary Qualifying Agents. **See Section 2(c) of Instructions for more information on completing this section.**

<b>NEW PRIMARY QUALIFIER</b>	
Name of person legally appointed as the qualifier to act for the business organization in all matters connected with its contracting business, and who has been given authority to supervise all construction work performed by the business (this must be the applicant or a licensed contractor):	
Primary Qualifying Agent Name:	License Number (if applicable):
All primary qualifying agents for a business organization are jointly and equally responsible for supervision of all operations of the business organization; for all field work at all sites; and for financial matters, both for the organization in general for each specific job.	
<p><b>If you do not have final approval authority on all business matters for the business organization, it may be in your best interest to appoint a Financially Responsible Officer. The appointment of a Financially Responsible Officer relieves the primary qualifying agent from financial responsibility, but the primary qualifying agent is still responsible for all construction-related matters.</b></p> <p>Please check one of the below boxes relating to the financial responsibility of the proposed business:</p> <p><input type="checkbox"/> The business currently has an approved Financially Responsible Officer. <b>Name and license number of Financially Responsible Officer:</b> _____</p> <p><input type="checkbox"/> The business will appoint a Financially Responsible Officer. <b>Name of proposed Financially Responsible Officer who will be submitting the CILB 8 application:</b> _____</p> <p><input type="checkbox"/> The business will not designate a Financially Responsible Officer. <b>As primary qualifying agent I will assume financial responsibility for the business organization.</b></p>	
<b>NEW SECONDARY QUALIFIER</b>	
Name of person legally appointed as a secondary qualifier and is responsible only for the supervision of fieldwork at sites where his or her license was used to obtain the building permit and any other work for which he or she accepts responsibility (this must be the applicant or a licensed contractor):	
Secondary Qualifying Agent Name	License Number (if applicable)
A secondary qualifying agent is not responsible for the supervision of financial matters.	

**Section IV – Change from Secondary to Primary Qualifying Agent**

<b>NEW PRIMARY QUALIFIER</b>	
Name of person legally appointed as the qualifier to act for the business organization in all matters connected with its contracting business, and who has been given authority to supervise all construction work performed by the business (this must be the applicant or a licensed contractor):	
Primary Qualifying Agent Name:	License Number (if applicable):
All primary qualifying agents for a business organization are jointly and equally responsible for supervision of all operations of the business organization; for all field work at all sites; and for financial matters, both for the organization in general for each specific job.	
<b>If you do not have final approval authority on all business matters for the business organization, it may be in your best interest to appoint a Financially Responsible Officer. The appointment of a Financially Responsible Officer relieves the primary qualifying agent from financial responsibility, but the primary qualifying agent is still responsible for all construction-related matters.</b>	
Please check one of the below boxes relating to the financial responsibility of the proposed business:	
<input type="checkbox"/> The business currently has an approved Financially Responsible Officer. <b>Name and license number of Financially Responsible Officer:</b> _____	
<input type="checkbox"/> The business will appoint a Financially Responsible Officer. <b>Name of proposed Financially Responsible Officer who will be submitting the CILB 8 application:</b> _____	
<input type="checkbox"/> The business will not designate a Financially Responsible Officer. <b>As primary qualifying agent I will assume financial responsibility for the business organization.</b>	

**Section V – Affirmation by Written Declaration – Attach additional sheets as necessary.**

<b>AFFIRMATION BY WRITTEN DECLARATION</b>
<b>Note: This form must be signed by an officer of the business entity and the qualifying agent(s) involved in the transaction.</b>
I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b>
Signature of Business Officer:
Printed Name of Business Officer, Title:
<b>Primary Qualifying Agent</b>
Signature of Primary Qualifying Agent:
Printed Name of Primary Qualifying Agent:
Primary Qualifying Agent Contractor License Number:
<b>Secondary Qualifying Agent</b>
Signature of Secondary Qualifying Agent:
Printed Name of Secondary Qualifying Agent:
Secondary Qualifying Agent Contractor License:

## INSTRUCTIONS

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.*

### 1. General Requirements

- a. This form is required if you are changing the status of a qualifying agent from a primary to secondary qualifying agent, or a secondary to primary qualifying agent.
- b. **Note:** All qualified businesses **must** have at least one Primary Qualifying Agent.
- c. Definition of “Primary Qualifying Agent”
  - i. A contractor, qualifying a business entity, who has final approval authority for all construction work performed by the business entity and final approval authority on all business matters, including contracts, specifications, checks, drafts, or payments regardless of the form of payment, made by the business entity, except where a Financially Responsible Officer is approved.
  - ii. **Note:** If multiple Primary Qualifying Agents are designated without appointing a Financially Responsible Officer, **ALL** Primary Qualifying Agents will be jointly and severally liable for all construction and business matters of the business entity.
- d. Definition of “Secondary Qualifying Agent”
  - i. A contractor, qualifying a business entity, who has authority to supervise all construction work performed by the business entity.

### 2. Application Instructions (by section)

- a. **Section I- Transaction Type**
  - i. Select the transaction you wish to conduct. Select only one transaction.
- b. **Section II- Business Information**
  - i. Complete this section entirely.
  - ii. Provide the name of the business to be qualified as it is registered with the Florida Division of Corporations.
  - iii. The “Doing Business As” (D/B/A) name must be provided as it is registered with the Florida Division of Corporations, if the business uses a fictitious name to conduct business.
  - iv. Applicants must provide the Federal Employer Identification Number (FEID) for the business to be qualified.
  - v. Select the box that indicates the type of business ownership for the business to be qualified.
  - vi. Applicants must provide the business mailing address of the business to be qualified.
  - vii. Business contact information is often used to quickly resolve questions with applications by telephone call or email. Please provide the name of an authorized representative of the business other than the primary qualifier. This could be an officer, a partner, etc. If the business is a Sole Proprietorship, you may leave the contact information field blank.
    - (1) If contact information is not provided, questions regarding applications will be mailed to the applicant’s mailing address and may take longer to resolve.
  - viii. Provide the business location address of the business to be qualified. If this address is the same as the mailing address you may leave this information blank.
- c. **Section III- Change from Primary to Secondary Qualifying Agent**  
(Complete this section only if you are changing the status of a Primary Qualifying Agent to a Secondary Qualifying Agent.)
  - i. Complete this section entirely
  - ii. In the “New Primary Qualifier” section, provide the name and license number of the person who is designated as the replacement Primary Qualifying Agent. This may be an existing Primary Qualifying Agent if the business entity has multiple Primary Qualifying Agents, or this may be a Secondary Qualifying Agent who will now be the Primary Qualifying Agent.
  - iii. **Note:** If a Primary Qualifying Agent is not designated, **ALL** Secondary Qualifying Agents will become Primary Qualifying Agents.
    - i. All primary qualifiers are jointly and equally responsible for supervision of all operations of the business organization; for all field work at all sites; and for financial matters, both for the organization in general and for each specific job.
      - (1) If the primary qualifier does not have final approval authority on all business matters, they may wish to appoint a Financially Responsible Officer. Failure to appoint a

Financially Responsible Officer will result in the Primary Qualifier being financially responsible for all construction matters of the business entity.

- (a) If the business entity has already appointed a Financially Responsible Officer, provide the name of that individual.
- (b) If the business entity has not appointed a Financially Responsible Officer and will appoint someone to be the Financially Responsible Officer in connection with this application, provide the name of that individual (that individual must also submit the CILB 8 application form).
- (c) In the "New Secondary Qualifier" section, provide the name and license number of the person who is changing status from a Primary Qualifying Agent to a Secondary Qualifying Agent.

**d. Section IV- Change from Secondary to Primary Qualifying Agent**

(Complete this section only if you are changing the status of a Secondary Qualifying Agent to a Primary Qualifying Agent.)

- i. Complete this section entirely.
- ii. In the "New Primary Qualifier" section, provide the name and license number of the person who is changing status from a Secondary Qualifying Agent to a Primary Qualifying Agent.
- iii. All primary qualifiers are jointly and equally responsible for supervision of all operations of the business organization; for all field work at all sites; and for financial matters, both for the organization in general and for each specific job.
  - (1) If the primary qualifier does not have final approval authority on all business matters, they may wish to appoint a Financially Responsible Officer. Failure to appoint a Financially Responsible Officer will result in the Primary Qualifier being financially responsible for all construction matters of the business entity.
    - (a) If the business entity has already appointed a Financially Responsible Officer, provide the name of that individual.
    - (b) If the business entity has not appointed a Financially Responsible Officer and will appoint someone to be the Financially Responsible Officer in connection with this application, provide the name of that individual (that individual must also submit the CILB 8 application form).

**e. Section V- Affirmation by Written Declaration**

- i. This form must be signed by an officer of the business entity and the qualifying agent(s) involved in the transaction.