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west virginia department of environmental protection

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Division of Air Quality  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

Austin Caperton, 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, plus the \$200 fee that 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 WV 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: \_\_\_\_\_

Promoting a healthy environment.