



**BPV Repair License Renewal Information:**

To Whom It May Concern,

Please be advised that due to changes in the Illinois Boiler and Pressure Vessel Repairer Rules, licenses to perform welded repairs issued by the Illinois State Fire Marshal's Agency and the Division of Boiler & Pressure Vessel Safety must expire concurrently with your National Board "R" Stamp certificate beginning July 1, 2011. Any renewal or initial license after this date will have to meet this requirement. The required fees have been prorated to \$0.00 for three (3) months or less to your R stamp renewal, \$75.00 for more than three (3) but less than 18 months, and \$150.00 for 18 months or longer. NEW APPLICATIONS REQUIRE FULL PAYMENT OF \$300.00 REGARDLESS OF EXPIRATION DATE OF THE NATIONAL BOARD "R" STAMP.

Please do not send payment with the attached application. You will be invoiced at a later date.

I apologize for this inconvenience and future renewals will all be for the full three (3) year period, coinciding with your National Board Stamp.

**Along with your application/renewal, we will need the following documentation:**

1. A copy of your most recent National Board "R" Stamp Certificate of Authorization.
2. A list with the names and address of all current officers in the company or organization. Please note that a P.O. Box is not acceptable as an address.
3. If an assumed name is to be used, a copy of the Assumed Name Certificate.
4. Evidence of current financial responsibility in a minimum amount of \$300,000 through liability insurance, group insurance, group self-insurance or risk retention groups. The Certificate of Insurance shall name the Division of Boiler Safety as a person to be notified in the event of a cancellation or non-renewal. Insurance Certificates of Liability will have to be submitted annually, and you will be sent a reminder prior to expiration.

**We will also need the following information dependent upon the type of your organization:**

(PLEASE IDENTIFY ON YOUR APPLICATION THE TYPE OF ORGANIZATION).

**CORPORATIONS:**

1. The name and registered address of the Corporation, and the name and address of the Registered Agent.
2. A copy of the Articles of Incorporation bearing the seal of the officer in the jurisdiction where the Corporation is organized and whose duty is to register Corporations under the laws of that jurisdiction. If it is a foreign corporation, a copy of the Certificate of Authority to transact business in this State is also required.

**PARTNERSHIPS:**

1. The name of the Partnership and its business address.
2. The names and addresses of all general partners and an affidavit stating that the partnership has been legally formed.

**LIMITED PARTNERSHIPS:**

1. A Letter of Authority from the Illinois Secretary of State's Limited Partnership Department and a listing of all limited partners.

You will be invoiced after the application has been review and processed. If you have any questions regarding this program or the enclosed material, please feel free to contact me at (312) 814-2381.

**Please note that we will not be able to process the application without all the stated documents.**

Sincerely,

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**Clayton C. Novak**

Division Chief

Division of Boiler & Pressure Vessel Safety

James B. Thompson Center, 100 W. Randolph St, Ste 4-600 • Chicago, IL 60601  
Phone: 312/814-1342 Fax: 312/814-3459