**Subject:** RE: change of officer

We need the following the following if you are requesting to add or remove an officer:

1. We need a letter requesting this officer change along with the license number and company name, this must be signed by the president of the company.
2. Changing the president of the company requires a change through the Illinois Secretary of State, submit the paperwork reflecting this officer change.
3. Fill out page 2 section 2 of the current application.
4. New signature page if the president is the one who signed the application.
5. New general Contractors affidavit for the new officer.
6. Copy of driver’s license or state id.

Any question please free to call me using the contact information below.

Respectfully,

Patricia Garber

CTS/City of Chicago

General Contractor Licensing

P. O. Box 388249

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312-744-3125

800-359-1313 ext. 117

708-354-0324 fax

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