**MHIC Name Change Request**

To change the trade name on your MHIC contractor license you must submit the following documents:

1. Trade name registration/Articles of Incorporation /Organization from the Maryland State Department of Assessment & Taxation
2. Updated Certificate of Liability Insurance: You must have your personal name & new business name listed on the certificate. The certificate holder must list the MHIC:

***MHIC***

***1100 N Eutaw Street***

***Baltimore, MD 21201***

1. A copy of both of the current MHIC licenses
2. Your signed and dated letter indicating name change request
3. Certificate of Good Standing for Inc. or LLC. (if in business

more than a year)

1. Federal Identification Number for INC. or LLC.

7. Mail to: Maryland Home Improvement Commission

1100 N Eutaw St., Room 300

Baltimore, Maryland 21201