

SAMPLE LETTER TO DOT APPROVALS BRANCH FOR CHANGES TO YOUR HYDROTEST FACILITY
§107.805(g)

U.S. Department of Transportation
Office of Special Permits and Approvals
East Building, 2nd. Floor, PHH-32
1200 New Jersey Avenue, SE
Washington, DC 20590

In accordance with the Code of Federal Regulations Title 49, section 107.805(g), we are hereby informing your department of the following changes as a holder of Re-qualification Identification Number (**RIN**) ____

Add the following name(s) to the license. (Attached are copies of the individuals training certificate):

Remove the following name(s) from the license:

Our physical address has changed to:

The ownership of the company has changed. The new owner information is as follows:

The following changes to our equipment have been made since the last inspection:

Thank you for your attention to this matter. We have fulfilled our requirement by informing your department of these changes within 20 days and will continue to operate under our license with the changes noted above.

Any change in address, ownership, personnel or equipment, you must notify the Approvals Branch in writing. **Be sure** to send this change letter by certified mail or any others means whereas you get a signature of receipt. You may not get any correspondence back from the approvals branch.

You have 20 days to process this notification.

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