



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 WATER PROTECTION PROGRAM
**APPLICATION FOR CHANGE OF NAME OR ADDRESS
 FOR YOUR MISSOURI STATE OPERATING PERMIT**

FOR AGENCY USE ONLY	
APPLICATION ID NUMBER	DATE RECEIVED
CHECK NUMBER / JETPAY CONFIRMATION NUMBER	

READ THE ACCOMPANYING INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. THIS APPLICATION IS FOR:

- Owner change of name or address
- Continuing Authority change of name or address
- Facility change of name or address

1.1 Is the appropriate fee included with the application? Yes No
 Permit fees may be paid online by credit card or eCheck through a system called JetPay. Use the URL provided to access JetPay and make an online payment. <https://magic.collectorsolutions.com/magic-ui/payments/mo-natural-resources/596/>

2. PERMIT

PERMIT NUMBER #MO-	COUNTY
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3. ADDITIONAL INFORMATION

ANTICIPATED DATE OF NAME OR ADDRESS CHANGE

4. INFORMATION TO CHANGE

PREVIOUS INFORMATION FOR OWNER			REVISED INFORMATION FOR OWNER		
OWNER NAME			OWNER NAME		
ADDRESS (MAILING)			ADDRESS (MAILING)		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
TELEPHONE NUMBER WITH AREA CODE			TELEPHONE NUMBER WITH AREA CODE		

PREVIOUS INFORMATION FOR CONTINUING AUTHORITY			REVISED INFORMATION FOR CONTINUING AUTHORITY		
CONTINUING AUTHORITY NAME			CONTINUING AUTHORITY NAME		
ADDRESS (MAILING)			ADDRESS (MAILING)		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
TELEPHONE NUMBER WITH AREA CODE			TELEPHONE NUMBER WITH AREA CODE		

PREVIOUS INFORMATION FOR FACILITY			REVISED INFORMATION FOR FACILITY		
FACILITY NAME			FACILITY NAME		
ADDRESS (PHYSICAL LOCATION)			ADDRESS (PHYSICAL LOCATION)		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
TELEPHONE NUMBER WITH AREA CODE			TELEPHONE NUMBER WITH AREA CODE		

5. FACILITY CONTACT

NAME	TITLE
EMAIL	TELEPHONE NUMBER WITH AREA CODE
ADDRESS	CITY STATE ZIP CODE

6. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME (TYPE OR PRINT)	OFFICIAL TITLE	TELEPHONE NUMBER WITH AREA CODE
SIGNATURE	DATE SIGNED	

Instructions for Completing Application for Change of Name or Address

Important: This application is only to be used for either the name or address change of a facility, continuing authority, or owner. If ownership is being transferred, this is not the appropriate application. Submit an *Application for Transfer of Operating Permit*, which is available at dnr.mo.gov/forms/780-1517-f.pdf.

Additionally, this application cannot be used for land disturbance permits.

All blanks must be filled in when the application is submitted to the Missouri Department of Natural Resources. This includes the required signature.

1. Check the appropriate box. Multiple boxes may be checked if applicable.
- 1.1. Fees Information – Permit modifications, including name and address changes are subject to the following non-substantive fees per 10 CSR 20-6.011, which are available at <http://s1.sos.mo.gov/cmsimages/adrules/csr/current/10csr/10c20-6.pdf>:

Public Sewer Systems (city, public sewer district, public water district) – \$200 each.
All others – \$100 each.

Applicants can pay fees online by credit card or eCheck through a system called JetPay.

- Per Section 37.001, RSMo, a transaction fee will be included. The transaction fee is paid to the third party vendor JetPay, not the Department of Natural Resources.
- Be sure to select the correct fee type and corresponding URL to ensure your payment is applied appropriately. If you are unsure what type of fee to pay, contact the Water Protection Program's Budget, Fees and Grants Management Unit by phone at 573-522-1485 for assistance.
- Upon successful completion of your payment, JetPay provides a payment confirmation. Submit this form with a copy of the payment confirmation if requesting a new permit or a permit modification. For permit renewals of active permits, the department will invoice fees annually in a separate request.
- If you are unable to make your payment online, but want to pay with credit card, you may email your name, phone number and invoice number, if applicable, to WPPFees@dnr.mo.gov. The Budget, Fees and Grants Management Unit will contact you to assist with the credit card payment. **Do not include your credit card information in the email.**
- Applicants can find fee rates in 10 CSR 20-6.011 (dnr.mo.gov/pubs/pub2564.htm).

Modification Fee: <https://magic.collectorsolutions.com/magic-ui/payments/mo-natural-resources/596/>.

2. Permit – Provide the permit number of the permit to be modified, the facility name listed on the permit and the county of the facility. If the contact information change will affect multiple permits, attach an addendum with this information listed for each permitted facility. Each permit requires a separate fee to be modified.
3. Current Information – Provide the current (or previous if already changed) mailing address and telephone number for the entity.
4. Future Information – Provide the future (or current if already changed) mailing address and telephone number for the entity.

Continuing Authority – A continuing authority is a company, business, entity or person(s) that will be operating the facility or ensuring compliance with the permit requirements. A continuing authority is not, however, an entity or individual that is contractually hired by the permittee to sample or operate and maintain the system for a defined time period, such as a certified operator or analytical laboratory. To access the regulatory requirement regarding continuing authority, 10 CSR 20-6.010(2), visit <https://s1.sos.mo.gov/cmsimages/adrules/csr/current/10csr/10c20-6.pdf>. A continuing authority's name must be listed exactly as it appears on the Missouri Secretary of State's (SoS's) webpage: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>, unless the continuing authority is an individual(s), government, or otherwise not required to register with the SoS.

5. Facility Contact – Provide the name, title, mailing address, work phone number and email address of a person who is thoroughly familiar with the operation of the facility and the facts reported in this application who can be contacted by the department.
6. Additional Information – Provide the date of the name or address change.
7. Certification
Signature - All applications must be signed as follows and the signatures must be **original**:
 - a. For a corporation, by an officer having responsibility for the overall operation of the regulated facility or activity or for environmental matters.
 - b. For a partnership or sole proprietorship, by a general partner or the proprietor.
 - c. For a municipal, state, federal or other public facility, by either a principal executive officer or by an individual having overall responsibility for environmental matters at the facility.

Submittal of an incomplete application may result in the application being returned.

This completed form and any attachments along with the applicable permit fees, should be submitted to:

Site-Specific Permits	General Permits (MOR or MOG)
Department of Natural Resources Water Protection Program Attn: Operating Permits Section P.O. Box 176 Jefferson City, MO 65102-0176	Send to the appropriate Department of Natural Resources' regional office. A map of regional offices with addresses and phone numbers is available at dnr.mo.gov/regions/ .

If there are any questions concerning this form, contact the appropriate regional office or the Department of Natural Resources, Water Protection Program, Operating Permits Section at 800-361-4827 or 573-522-4502.