

# Application for Registration with the Petrofund Board as a Contractor

Under Minnesota Statutes Chapter 115C.11, all contractors who perform corrective action services in response to a petroleum tank release must register with the Petrofund Board. "Contractor" means an individual, partnership, association, private corporation, or any other legal entity that actually performs contractor services, which are services within a scope of work that can be defined by typical written plans and specifications, such as excavation, treatment of contaminated soil and groundwater, drilling, laboratory analysis, professional surveying, electrical work, plumbing, and carpentry. As part of complying with the required registration criteria, contractors must complete this form and submit it together with the indicated documentation.

**Registration is effective 30 days after a complete application is received by the board and expires each year on the anniversary date of the most recent registration. Prior to its annual expiration, a registration remains in force until voluntarily terminated by the registrant, or until suspended or revoked by the Commissioner of Commerce. If you have questions, please contact the Petrofund Information Line at 651-539-1515 or 800-638-0418.**

## 1. APPLICANT INFORMATION

Full name of legal entity applying for registration:

\_\_\_\_\_

DBA: \_\_\_\_\_

**If the business is being operated under any name other than the exact corporate name, attach a copy of the Assumed Name Certificate filed with the Minnesota Secretary of State.**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Primary contact \_\_\_\_\_

Legal entity (check one and attach a copy of the indicated documentation\*)

- Sole Proprietorship (Assumed Name Certificate, if applicable)
- General Partnership (Statement of Partnership Authority filed with the Minnesota Secretary of State)
- Limited Liability Partnership (Statement of Qualification filed with the Minnesota Secretary of State)
- Limited Partnership (Certificate of Limited Partnership filed with the Minnesota Secretary of State)
- Limited Liability Company (Articles of Organization filed with the Minnesota Secretary of State)
- Corporation (Articles of Incorporation filed with the Minnesota Secretary of State or state of domicile)
- Other legal entity (applicable certificate filed with the Minnesota Secretary of State)

**\*If the legal entity is organized under the laws of a state other than Minnesota, please attach a copy of the applicable foreign registration document (Foreign Corporation Registration; Certificate of Authority for a Foreign LLC; Foreign LP Registration; Foreign LLP Statement of Qualification) filed with the Minnesota Secretary of State.**

## 2. BRANCH OFFICES

Please provide the following information for any branch offices that perform work at cleanup sites in Minnesota. Attach additional sheets if necessary.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Primary contact \_\_\_\_\_

### 3. DOCUMENTATION OF SERVICES PERFORMED

Check the box for each service that the legal entity applying for registration actually performs.

For each task checked below, attach the indicated documentation.	
<input type="checkbox"/> Drilling	well contractor's license and equipment
<input type="checkbox"/> Electrical work	electrical contractor's license
<input type="checkbox"/> Laboratory analysis	MDH certificate
<input type="checkbox"/> Landfilling	solid waste facility permit
<input type="checkbox"/> Professional surveying	land surveying license
<input type="checkbox"/> Thermal treatment	MPCA air emission permit

**For each task checked below, attach a brief description of the tools, machines, and equipment that the legal entity applying for registration owns and uses to perform the specified service.**

<input type="checkbox"/> Carpentry	<input type="checkbox"/> Hauling	<input type="checkbox"/> Pumping water	<input type="checkbox"/> Surface replacement
<input type="checkbox"/> Compaction	<input type="checkbox"/> Laboratory analysis	<input type="checkbox"/> Saw cutting	<input type="checkbox"/> System installation
<input type="checkbox"/> Composting	<input type="checkbox"/> Land treatment	<input type="checkbox"/> Stockpiling	<input type="checkbox"/> Water treatment
<input type="checkbox"/> Excavation	<input type="checkbox"/> Loading	<input type="checkbox"/> Surface removal	
<input type="checkbox"/> Other (specify) _____			

### 4. CERTIFICATION

As legally certified with the authorized signature below, \_\_\_\_\_  
Full name of legal entity

makes this application for registration with the Petrofund Board as a contractor and:

- certifies knowledge of and agrees to abide by the requirements of Minnesota Statute Chapter 115C and Minnesota Rule 2890;
- agrees to retain and make available for inspection all corrective action records for 7 years; and
- agrees to file a corrected application for registration within 30 days if any of the information in this application becomes inaccurate or incomplete in any material respect.

#### NOTARIZATION

_____ Authorized signature	Subscribed and sworn to before me this _____ day of _____, 201_____.  <div style="text-align: center;">[Stamp]</div>
_____ Name (print)	_____ Notary Public
_____ Title	_____ Commission Expiration Date
_____ Date signed	

### 5. MAILING INSTRUCTIONS

Mail (do not fax) the following documents to the address below:

- this form with original signatures (*a photocopy will not be accepted*); and
- the required documentation of legal status and services performed.

**MINNESOTA DEPARTMENT OF COMMERCE—PETROFUND**  
**ATTN: CONTRACTOR REGISTRATION**  
**85 SEVENTH PLACE EAST, SUITE 500**  
**ST. PAUL, MN 55101-2198**

<b>FOR OFFICE USE</b> Petrofund Contractor Registration Number _____
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