

**STATE OF MINNESOTA**  
**DEPARTMENT OF COMMERCE**  
 85 – 7<sup>TH</sup> PLACE EAST, SUITE 280  
 ST. PAUL, MINNESOTA 55101  
 (651) 539-1599



**COPPER SELLER  
 BUSINESS ENTITY LICENSE APPLICATION**

(For Department Use Only)

**Tennesen Warning Notice**

Important information that you should read before completing this form appears on page 5.

**APPLICANT INFORMATION**

Business Name				
Incorporation/Formation Date (Month/Day/Year)			FEIN	
List any other assumed, fictitious, alias, or trade names under which you are doing business or intend to do business.				
Business Address				
City	State	Zip Code	Foreign Country	
Phone Number (include extension)				
E-mail Address For Business Use				
Mailing Address	City	State	Zip Code	Foreign Country

**APPLICATION TYPE AND FEES** (check one box below)

<input type="checkbox"/> INITIAL APPLICATION	<input type="checkbox"/> RENEWAL APPLICATION	<input type="checkbox"/> LATE RENEWAL APPLICATION
		License Fee: \$250 Late Fee: \$500
<b>TOTAL FEE \$250</b>	<b>TOTAL FEE \$250</b>	<b>TOTAL FEE \$750</b>

☞ See page 4 for payment information.

## Background Information

Please read the following very carefully and answer every question. **All written statements submitted by the applicant must include an original signature.**

1. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, **EVER** been convicted of a crime, or had a judgment withheld or deferred, or is the business entity or any owner, partner, officer or director of the business entity, or member or manager currently charged with committing a crime? Yes  No

**"Crime"** includes a misdemeanor, gross misdemeanor, felony or a military offense.

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI), driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court).

**"Convicted"** includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest.

If you answer yes, you must submit:

- a) a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the charging documents of each incident, and
- c) a copy of the official documents of each incident, which demonstrates the resolution of the charges or any final judgment.

If your answer to this question requires documentation to be provided to the Minnesota Department of Commerce, you must email full information and complete details to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us). Please put **"COPPER SELLER APPLICATION"** in the subject field.

2. Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, **EVER** been named or involved as a party in an administrative proceeding regarding any professional or occupational license or registration? Yes  No

**"Involved"** means having a license or registration censured, suspended, revoked, canceled, terminated, restricted; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation, sanctioned or surrendering a license or entering into a settlement to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license or registration. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to failure to pay a renewal or late filing fee.

If you answer yes, you must submit:

- a) a written statement identifying the type of license, all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

If your answer to this question requires documentation to be provided to the Minnesota Department of Commerce, you must email full information and complete details to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us). Please put **"COPPER SELLER APPLICATION"** in the subject field.

3. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, been a party to, or EVER been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes  No

If you answer yes, you must submit:

- a) a written statement summarizing the details of each incident,
- b) a copy of the Petition, Complaint, or other document that commenced the lawsuit arbitrations, or mediation proceedings, and
- c) a copy of the official documents which demonstrates the resolution of the charges or any final judgment.

If your answer to this question requires documentation to be provided to the Minnesota Department of Commerce, you must email full information and complete details to **licensing.commerce@state.mn.us**. Please put **"COPPER SELLER APPLICATION"** in the subject field.

4. Do you have employees in the State of Minnesota? Yes  No

If the answer is YES, provide proof of workers compensation insurance. This document should be named *MN Workers Compensation Policy*. Provide the declaration page(s) with current dates.

If the answer is NO, submit a letter on company letterhead stating as such. The letter must be signed and dated.

5. Do you have any unclaimed property to report under Minnesota Statutes § 345.37? Yes  No

If yes, you must submit a holder report [here](#).

#### Applicant's Certification and Attestation

On behalf of the business entity or limited liability company, the undersigned owner, partner, officer or director of the business entity, or member or manager of a limited liability company, hereby certifies, under penalty of perjury, that:

1. The applicant obtained the copper by lawful means in the regular course of the applicant's business, trade, or authorized construction work.
2. All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation and may subject me and the business entity or limited liability company to civil or criminal penalties.
3. Unless provided otherwise by law or regulation, the business entity or limited liability company hereby designates the Commissioner to be its agent for service of process and agrees that service upon the Commissioner is of the same legal force and validity as personal service upon the business entity.
4. The business entity or limited liability company grants permission to the Commissioner to verify any information supplied with any federal, state or local government agency, current or former employer.
5. I authorize the Minnesota Department of Commerce to give any information they may have

concerning me to any federal, state or municipal agency, or any other organization, and I release the Minnesota Department of Commerce and any person acting on its behalf from any and all liability of whatever nature by reason of furnishing such information.

6. I acknowledge that I understand and comply with the applicable laws and regulations of Minnesota.

**Must be signed by an officer, director, or partner of the business entity, or member or manager if a limited liability company**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### **PAYMENT INFORMATION**

The total fee, in the form of a check or money order made payable to “**Minnesota Department of Commerce**,” must accompany this application.

Mail or deliver the completed, signed application, together with supporting documents and the fee, to:

Department of Commerce  
Licensing Division  
85 – 7th Place East, Suite 280  
St. Paul, Minnesota 55101-2198

Should there be any questions, please contact the Licensing Division at (651) 539-1599 or [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us).

The licensee must read the following very carefully:

I hereby certify that, under penalty of perjury, all of the information submitted in this application and any attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.

I further certify that I grant permission to the Commissioner of Commerce to verify information with any federal, state, or local government agency; current or former employer; or company associated with my license.

I further certify that, under penalty of perjury, I (a) have no child-support obligation, (b) have a child-support obligation and I am currently in compliance with that obligation, or (c) have identified my child support obligation arrearage on this application.

I authorize the Minnesota Department of Commerce to give any information concerning me, as permitted by law, to any federal, state, or municipal agency, or any other organization allowed by Minnesota law, and I release the Minnesota Department of Commerce and any person acting on its behalf from any and all liability of whatever nature by reason of furnishing such information.

I acknowledge that I understand and will comply with the laws and regulations of Minnesota applicable to my licensed profession.

I hereby certify that upon request, I will furnish the Minnesota Department of Commerce with certified copies of any documents attached to this application or requested by the Minnesota Department of Commerce.

#### **TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, the Minnesota Department of Commerce is required to inform you of your rights as they pertain to the private information collected from you. If the matter of your license is contested, the information in your application may become public. When you become licensed all information in the application becomes public, except your social security number and your nondesignated address, which remain private. The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide under Minnesota Statutes, section 325E.21, subdivision 2c (c), is considered private.

The purpose and intended use of the requested information is:

- Identify you;
- Enable us to contact you when required;
- Assist us in determining your qualifications and eligibility for the license you are applying for;
- Comply with certain federal and state reporting requirements; and
- Evaluate the administration and management of this licensing/registration program.

Information in your application may be shared, as permitted by law, to any federal, state, or municipal agency, or any other organization allowed by Minnesota law. Information in your application may be shared upon court order or provided to the state or legislative auditor. Once you become licensed, information in your application will be public, except your social security number and your nondesignated address, which remain private.

Furnishing the above information is voluntary, but refusal to supply the requested information will mean that we will not be able to issue you a license.