

National Board "R" or "NR" Certificate of Authorization Revision Request Application

Certificate type being revised: "R" "NR" Certificate Number: _____

Company name and address as it appears on your CURRENT "R"/"NR" Certificate of Authorization:

Current Company Name:

Current Company Address:

Does your company hold an "NB" Authorization to Register? Yes No

IMPORTANT NOTE: If your company holds an "NB" Authorization to Register, issuance of a revised "R" Certificate of Authorization cannot be completed until you have been issued revised ASME Certificate(s) and you have submitted a revision request for your "NB" Certificate of Authorization to register. The revision request for the "NB" Certificate may be done under the "Data Reports Registration" tab on our website: www.nationalboard.org.

REVISION TYPE:

NAME CHANGE (includes company name, division and/or abbreviation for stamping)

NOTE: List your company name exactly as it reads on your QC Manual cover page (including abbreviations, dots, dashes, etc.)

New Company Name: _____

Division, when applicable: _____

Abbreviation for Stamping, when applicable: _____

Is this name change due to an Ownership Change? Yes No

IF YES, by checking the box below, the new owners agree that they will take full responsibility for all work previously performed under this "R" Certificate of Authorization. If the new owners do not want to take responsibility for previous work performed under this "R" Certificate, an NB-12 form will need to be submitted to apply for a new "R" Certificate of Authorization.

Yes, we accept responsibility

ADDRESS CHANGE (a review at your new location may be required based on Jurisdictional requirements)

NOTE: List your address exactly as it reads on your QC Manual cover page (including abbreviations, dots, dashes, etc.)

Distance from previous location (in miles): _____

New Address:	Physical Address:	Mailing Address: (if different from physical address)

SCOPE CHANGE

Change Description:

National Board “R” or “NR” *Certificate of Authorization* Revision Request Application

Conditions

- The Certificate and “R” Symbol Stamp shall be used only by the named company and in the manner prescribed in the *National Board Inspection Code* (NBIC) and NB-415, *Accreditation of “R” Repair Organizations*. The company must have all parts of the current edition of the NBIC when performing work under the *Certificate of Authorization*.
- The Certificate and stamp will be surrendered should the company discontinue the above activities, at the request of the National Board or at the expiration of the Certificate. The company will pay any and all legal fees and National Board costs associated with the recovery of the certificate and stamp.
- The National Board member jurisdiction or the National Board may make audits or unannounced visits as deemed necessary to ensure compliance with the rules of the National Board.
- When renewing, if the certificate is issued after it expires, and no certificate extension was issued, there will be a lapse in the organization’s ability to perform any Repair/Alteration activity between the expiration date and issuance date. If the certificate is issued more than 90 days past expiration, a new “R” number may be assigned.
- **Under no circumstances shall the National Board “R” Symbol Stamp be used without the acceptance of a National Board Commissioned Inspector.**

By signing this form, you, the company representative, acknowledges that the information on page 1 of this form is correct and that you have read and understand the conditions listed above.

<p>X _____ Signature of Authorized Company Representative</p>	<p>_____ Date</p>
<p>_____ Printed Name of Authorized Company Representative</p>	<p>_____ Printed Title of Authorized Company Representative</p>
<p>Phone: _____</p>	<p>Email: _____</p>

AUTHORIZED INSPECTION AGENCY ACCEPTANCE - By signing this form, you, the AIA Representative, acknowledges that the above changes have been reviewed and accepted in the Company’s Quality Control Manual.

<p>X _____ Signature of Authorized Inspection Agency Representative</p>	<p>_____ Date</p>
<p>_____ Printed Name of Authorized Inspection Agency Representative</p>	<p>_____ Printed Authorized Inspection Agency Name</p>

NOTE: You should continue using the company name that appears on your current *Certificate of Authorization* when stamping repaired/altered items and completing “R” forms until the revised certificate is issued.

Along with this form you must also submit:

- **A copy of the cover page of your QC Manual, reflecting the applicable change(s).**
- **Revision fee in the amount of \$50.00 USD.**

If you have any questions please contact the Accreditation Department at 614.888.8320

Submit completed form to:
RepairStamp@nationalboard.org or The National Board
 1055 Crupper Avenue
 Columbus, Ohio 43229-1183

Please Note: An incomplete/improperly completed application may delay the processing of this request. Please be sure your form is complete before submitting.