



### General Information and Instructions

1. Pesticide exterminator, operator and vendor licence holders must notify the Director (in writing) of any changes to the information submitted in their original application within **10 days** of the change, as per section 36(5), 38(12) and 40(4) of Regulation 63/09.
3. Information requested in this form is collected under the authority of the *Pesticides Act*, RSO, 1990 Ontario Regulation 63/09 and will be used to evaluate requests to update information received in application of an Ontario Pesticide Exterminator, Operator and/or Vendor licence.
4. Please forward the completed form to:

Ministry of the Environment and Conservation  
 Environmental Approvals Branch,  
 5th Floor,  
 100 St. Clair Avenue West,  
 Toronto, ON., M4V 1U5  
 Phone: 1-800-461-6290  
 Fax: 416-314-8452

### 1. Application Type

Reason for Request (select all that apply)			
<input type="checkbox"/> Change of Name	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Licence(s) Lost or Stolen	<input type="checkbox"/> Insurance Information Update
<input type="checkbox"/> Certified Outlet Representative Update	<input type="checkbox"/> Other (describe): _____		
Licence Number(s) (attach a separate list if more space is required)			

### 2. Name Change (complete this section if the application includes a name change)

Current Name of Licence Holder (as it appears on licence)		
First Name	Middle Initial	Last Name
Business Name		
Change Name to (proof of legal name <b>must</b> accompany change of name requests relating to Operator or Vendor licences)		
First Name	Middle Initial	Last Name
Business Name		

### 3. Change of Address

Mailing Address (the address where mail is delivered)		
Apartment/Suite Number	Address (street number & name, rural route, general delivery or PO Box)	
City	Province/State	Country
Postal Code/Zip Code	Telephone Number (including area code & extension)	Fax Number (optional)
Physical Address (the address where the business is physically located – if different than mailing address)		
Apartment/Suite Number	Address (street number & name, lot & concession or other information that describes the location)	
City	Province/State	Country

#### 4. Lost or Stolen Licences

Reason for Request:	
<input type="checkbox"/> Licence(s) damaged	<input type="checkbox"/> Licence(s) lost
<input type="checkbox"/> Licence(s) stolen	Other (describe): _____

#### 5. Insurance Information Update *(Operator Licences Only – a copy of the insurance policy must be included)*

Policy Number	Policy Expiry Date (dd/mm/yyyy)	
Insurance Company Contact Information		
Name of Insurance Company		
Apartment/Suite Number	Address (street number & name, PO Box or other mailing address information)	
City	Province/State	Country
Postal Code/Zip Code	Telephone Number (including area code & extension)	Fax Number (optional)

#### 6. Certified Outlet Representative Update *(General Vendor Licences Only - a copy of the Pesticides Vendor Certificate must be included)*

Name of Certified Outlet Representative	
First Name	Last Name
Pesticides Vendor Certificate Number	Expiry Date (dd/mm/yyyy)

#### 7. Requester Information *(the person and address that the licence will be sent to)*

To request a change of name / address for a licence, you must be:			
<ul style="list-style-type: none"><li>• The holder of the licence(s), OR</li><li>• An authorized agent of the company / organization that holds the licence(s).</li></ul>			
First Name	Last Name		
Title (e.g., licence holder, official rep, owner, etc.)	Telephone Number (including area code & extension)		
Apartment/Suite Number	Address (street number & name, rural route, general delivery or PO Box)		
City	Province/State	Country	Postal Code/Zip Code
Signature	Date (dd/mm/yyyy)		

#### Please Note – Operator and Vendor Licences:

- Pesticide licences are not transferable. If the business owner has changed, you must contact the Environmental Approvals Access and Service Integration Branch at 1-800-461-6290 for information about applying for a new licence.
- If the name of the company has changed, proof of legal name for the company must be included.  
Examples include a copy of:  
Updated Corporate Profile Report, Master Business Licence, "Initial Notice or Notice of Change", Articles of Incorporation, Extra-Provincial Licence (for out of Province companies), Birth Certificate (for applicants applying as an individual) Proof of legal name must be submitted for any change of name relating to an Operator or Vendor licence.
- A copy of the Pesticide Vendor Certificate is required for any update to the Certified Outlet Representative (General Vendors).
- A copy of the insurance policy is required for any update to the insurance information (Operators).