



Office of the Illinois State Fire Marshal  
 Division of Elevator Safety  
 555 West Monroe Street, 13th Floor  
 Chicago, Illinois 60661  
 Phone: 312-814-1325



## CHANGE OF OWNERSHIP/CONTACT INFORMATION FOR REGISTERED CONVEYANCES

If you are changing a location name, the owner of a conveyance, who should be invoiced and/or who the contact person for the conveyance is, please fill out this form and submit to the Office of the State Fire Marshal, Division of Elevator Safety, at the above address. This information may be faxed to 312-814-3459.

### 1. Building Location

Conveyance Number/ Numbers:	
Name of Building (or Number):	County:
Building Address (include City/State/Zip Code):	
Nature of Business at this Location:	

### 2. Building Owner

Name of Building Owner:	
Owner's Address (include City/State/Zip Code):	
Phone Number of Owner:	Fax Number of Owner:
Email Address of Owner:	FEIN or Social Security Number of Owner ( <b>NOT</b> Tax-Exempt No.)

### 3. Billing Information (If different than Owner Information)

Name on Invoice:	Telephone Number:
Address (include City/State/Zip Code):	
Email Address (an electronic copy of the invoice will be sent and you will be able to pay online):	

**4. Signature (Contact Person for this conveyance – where a registration tag or certificate of operation should be mailed)**

Signature _____	Date: _____
Print Name (and Title) _____	
Name of Company _____	
Address _____	
Contact Phone Number _____	Contact Fax Number _____
Contact Email: _____	

Revised 08/24/2021

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the OSFM to provide your SSN or because you requested a copy of this statement. You are being asked for your SSN for one or more of the following reasons: Internal verification and/or potential collection of fees, penalties or fines. We will only use your SSN for the purpose for which it was collected. We will not: Sell, lease, loan, trade, or rent your SSN to a third party for any purpose; Publicly post or display your SSN; Print your SSN on any card required for you to access our services; Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or Print your SSN on any materials that are mailed to you, unless state or federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.