

# **CORPORATION**

(no Fictitious or Trade names)

## Private Water Systems Registration

### What is needed for registration?

1. A copy of the current **OHIO SECRETARY OF STATE CERTIFICATE** showing the name of business filed with the Ohio Secretary of State. This can be obtained by going to the Ohio Secretary of State's website at <https://businesssearch.ohiosos.gov/>.
2. A completed **APPLICATION**.
  - a. The Contractor Name must be the name of the Corporation that filed with the Ohio Secretary of State and must be present on the Secretary of State Certificate.
3. A complete **REGISTRATION BOND** with the Contractor Name matching the name on the Ohio Secretary of State Certificate exactly.
  - a. Submit the copy with the original Company Owner's Signature, Attorney-in-Fact or Insurance Agent's signature, and the Surety Company's Corporate Seal.
4. A complete **CERTIFICATE OF LIABILITY INSURANCE** with the insured Contractor name matching the business name on the Ohio Secretary of State Certificate exactly.
  - a. The Certificate of Liability Insurance must show that the insured has a minimum of \$500,000 general liability coverage.
5. **Registration Fee**
  - a. A \$250.00 registration fee payable by check or money order written to Treasurer, State of Ohio; **OR**
  - b. A \$500.00 registration fee payable for registration applications submitted after starting work on a private water system in 2023 prior to being registered.

### Example:

#### **Ohio Secretary of State Filing**

John Doe wants to register his company, JOHN DOE WATER, LLC as a private water systems contractor.

John Doe will need to get a copy of the **Ohio Secretary of State Certificate** showing that JOHN DOE WATER, LLC has a currently filing with the Ohio Secretary of State. Go to <https://businesssearch.ohiosos.gov/> for the business filing information.

FRANK LAROSE  
Ohio Secretary of State

Fri Sep 06 2019

Entity#: 0000000  
Filing Type: DOMESTIC LIMITED LIABILITY COMPANY  
Original Filing Date: 12/10/1999  
Location: ---  
Business Name: JOHN DOE WATER, LLC

Status: Active  
Exp. Date: -

**Agent/Registrant Information**

JOHN DOE  
123 1ST ST  
ANYTOWN OH 40000  
12/10/1999  
Active

**Incorporator Information**

JOHN DOE  
JANE DOE

**Filings**

Filing Type	Date of Filing	Document ID
ARTICLES OF ORGANIZATION, PROFIT LIM.LIAB. CO.	12/10/1999	XXXXXX000000

Entity#: 0000000  
Filing Type: DOMESTIC LIMITED LIABILITY COMPANY  
Original Filing Date: 12/10/1999  
Location: ---  
Business Name: JOHN DOE WATER, LLC

Status: Active  
Exp. Date: -

**Agent/Registrant Information**

JOHN DOE  
123 1ST ST  
ANYTOWN OH 40000  
12/10/1999  
Active

## **Application**

John Doe, as the owner of Joe Doe Water, LLC, or his Company Representative must complete the **Application** with the business name matching the Ohio Secretary of State filing. The Contractor Name must match the name on the Ohio Secretary of State Certificate.

Contractor Name (name you are registering as)

John Doe Water, LLC

Contractor Address

123 First St.

PO Box

City

Anytown

State

OH

Zip

40000

County

Anycounty

Phone

(555) 555-0002

Fax

(555) 555-0003

Contact Person

John Doe

E-mail

jdwater@anyemail.com

The Application should contain all categories of work your company may perform during this registration period.

**Registrant Categories of Work** (please check all that apply to your business, must check at least one)

**Systems on which you work:**

☒ Wells ☒ Ponds ☒ Springs ☒ Cisterns ☒ Hauled Water Storage Tanks ☒ EPA Public Water Systems

**Type of Well Drilling method, if you drill wells:**

☒ Cable Tool ☒ Rotary ☐ Bucket Auger ☐ Point Well ☐ Other:

**Type of work you do:**

☒ Construction ☒ Sealing/ Abandonment ☒ Rehabilitation/Disinfection systems ☒ Pump/Distribution systems  
☒ Water Treatment/Continuous Disinfection systems

**Inspection Services**

☒ Downhole Camera Evaluations ☐ Private water systems inspections

**The Application must be signed and dated by the owner/representative at the bottom of the form.**

I hereby certify that I have read the terms and conditions and the information provided is true and accurate.

**Signature of Owner or Representative (required):**

**Date:**

John R. Doe

11/1/2019

**Printed Name of Owner or Representative (required)**

John R. Doe

## **Registration Bond**

John Doe must work with a Surety Company or Insurance Agent to get a **Registration Bond**. The Contractor Name must match the name on the State-issued Identification Card.

The Registration Bond must be for the amount of

1. **\$20,000** for each New contractor's registration year for the first three years of registration. Contractors who have had their registration suspended or have allowed their registration to lapse for greater than twelve months are also required to submit a \$20,000 bond for three years.
2. **\$10,000** for each Renewing contractor registration year after the initial three consecutive years of registration. The registration may not lapse for a period greater than twelve (12) months, otherwise, the registrant is considered a new registrant and must obtain a bond as required in paragraph 1.

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">00XXXX</div> <b>Registration Number</b>	<b>State of Ohio</b> <b>2020 Registration Bond for</b> <b>Private Water Systems Contractors</b>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">XXXX-XXX-XXXXXX</div> <b>Bond Number</b>
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**Owned By**  
 (Check one)  
☐ Individual  
☐ Partnership  
☒ Corporation



CONTRACTOR NAME: JOHN DOE WATER, LLC  
 MAILING ADDRESS: 123 FIRST ST.  
 MAILING ADDRESS 2:  
 CITY, STATE, ZIP: ANYTOWN, OH 40000

As Principal, and Surety Company ANY SURETY COMPANY  
 is/are authorized to do business in the State of Ohio, as Surety. The Principal and Surety are bound to an aggrieved party in the sum of

☐ ten thousand dollars (\$10,000)      ☒ twenty thousand dollars (\$20,000)


the payment of which is to be made as provided below. The Principal and Surety hereby bind to themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

The **Registration Bond** form must be signed by either the Company Owner or Company Representative. The bond must also be signed the Attorney-in-Fact or Insurance Agent representing the Surety Company. The Surety Company Corporate Seal must be placed on in the provided box.

JOHN DOE WATER, LLC	
<b>Contractor Name (required – print name)</b>	
John R. Doe	
<b>Owner/Representative Name (required - print name)</b>	<b>Signature of Owner/Representative (required)</b>
Surety Company Name: ANY SURETY COMPANY	
Address: 987 ANY STREET, SUITE ABC	
City, State, Zip: COLUMBUS, OH 43215	
Surety Company Phone: 555-999-9999	
Attorney N. Fact	
<b>Attorney-in Fact or Insurance Agent Name (required - print name)</b>	<b>Attorney-in-Fact or Insurance Agent Signature (required)</b>

**Instructions for preparation:**

1. Impress/affix Seal of Surety Company
2. Attach corresponding Power-of-Attorney form for Attorney-in-fact
3. Make sure Principal (contractor company representative) signs in appropriate location.



(Place Bonding Corporation Seal Above)

Only the **Registration Bond** with the original signatures and seal will be accepted. All **Registration Bonds** must be accompanied by the **Power of Attorney**.

### Cerification of Liability Insurance

John Doe must contact the Insurance Company to obtain a copy of a **Certificate of Liability Insurance** showing that John Doe Water, LLC has the required general liability coverage (minimum \$500,000). The name in the insured box should only be the Contractor name being registered and must match the name on the Ohio Secretary of State filing.

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AFFECT OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in this or such endorsement(s).

**INSURED:** John Doe Water, LLC  
123 First St.  
Anytown, OH 40000

**COVERAGE:**

**GENERAL LIABILITY:**

**PRODUCTS LIABILITY:**

**COMBINED SINGLE LIMIT:**

**CANCELLATION:**

**CERTIFICATE HOLDER:**

ACORD 20 (2014/01) The ACORD name and logo are registered marks of ACORD.

INSURED  
**John Doe Water, LLC**  
**123 First St.**  
**Anytown, OH 40000**

LIMITS	
EACH OCCURRENCE	\$
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
MED EXP (Any one person)	\$
PERSONAL & ADV INJURY	\$
GENERAL AGGREGATE	\$ 500,000
PRODUCTS - COM/OP AGG	\$
	\$
COMBINED SINGLE LIMIT (Ea accident)	\$

### Questions about the Private Water Systems Contractor Registration?

Contact the Private Water Systems Program Staff at the Ohio Department of Health at (614) 644-7558.

### Questions about filing a business as a Corporation or Fictitious or Trade name with the Secretary of State?

Contact the Ohio Secretary of State's Office at 1-877-SOS-FILE (1-877-767-3453) or <https://www.sos.state.oh.us/businesses/information-on-starting-and-maintaining-a-business/frequently-asked-questions/#gref>.

### Questions about filing requirements businesses?

<http://www.americassbdc.org/>

### Sending the Registration Packet to the Ohio Department of Health

1. Make sure that ALL of your forms are complete and have all required signatures.
2. Make copies of all forms and documents for your own records.
3. Send all of the required forms and documents with the **Registration Fee** to the following address.

**Ohio Department of Health**  
**BEHRP/Private Water Systems Program**  
**P.O. Box 15278**  
**Columbus, OH 43215-0278**