

DOORS REQUEST TO CHANGE CONTACT INFORMATION FORM

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If you would like to change the contact name, email, telephone number, username, or password for your DOORS account, complete the following information. Use business contact information only, not personal information. If you have questions, contact the DOORS Hotline at: (877)593-6677 or DOORS@arb.ca.gov.

NOTE: Business contact information is not confidential and may be made available to the public in response to certain legal request.

PART I: CURRENT INFORMATION

DOORS Fleet ID Number:
Company/Agency Name:
Name of Designated Official or Responsible Official:
Job Title:
Telephone Number of Designated Official or Responsible Official:
Email Address of Designated Official or Responsible Official:
Signature of Designated Official or Responsible Official:
Date:

PART II: REQUESTED INFORMATION CHANGES

If you want to change an item below, enter the updated information in the space provided. If you do not want to update an item, leave the space blank.

New Contact Name:	New Business Contact Email Address:
New Business Contact Telephone Number:	New Username:
New Password:	

NOTE: Username may include letters, numbers, "at" signs (@), periods (.), and underscores (_) only. It must be 5-20 characters.

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INSTRUCTIONS AND DEFINITIONS

Submit the completed form by email to DOORS@arb.ca.gov, by fax to (916) 322-3923, or by mail to California Air Resources Board, Attention: Off-Road Diesel Reporting, MSCD, Mail Stop 5B, P.O. Box 2815, Sacramento, CA 95812.

This form is required if you would like to change your DOORS account username. You can also use this form if you would like to change the fleet's contact name, email, phone number, or DOORS account password. **If you no longer have access to your DOORS account and the Responsible Official that is currently reported in DOORS has left the company, attach a signed letter explaining the situation.** This letter must be signed by the new Responsible Official for the company. California Air Resources Board (CARB) will evaluate the letter, and determine whether it is appropriate to re-set the items without a Responsible Official signature, but takes no responsibility for doing so. The following definitions will help you to fill out the above form correctly.

DOORS Fleet ID Number: This ID number is the number CARB assigned to your fleet when you initially created your fleet in DOORS. If you do not have this number, contact DOORS Hotline.

Company/Agency Name: This is the legal name of the entity, business, organization, agency, or individual that owns has possession of each vehicle in the fleet, not a fleet party (i.e., consultants, distributors, sales representatives, etc.).

Designated Official: This is someone that the *Responsible Official has designated as the person responsible for signing official forms by submitting the Designated Official form MSCD/HDORSB-178 to CARB. Once on file, the form does not need to be re-submitted except to designated a new person other than the Responsible Official as the person allowed to sign official forms.

***Responsible Official:** Depending on what kind of business you have, the Responsible Official the owner or partner of a sole proprietorship or partnership; or (2) the president, secretary, treasurer, vice president, or similar person in charge of a principal business function (or a person who performs similar policy or decision-making function for a corporation). For a public agency, it means either principal executive office or ranking elected official (i.e. the chief executive office is responsible for the overall operations of a principal geographic unit of the agency). [Cal. Code regs. Title 13 section (§), subd. (c) (44)]

Signature: This is the handwritten signature of the Responsible Official or Designated Official. Digital signatures will not be accepted, but original signatures on a form scanned and sent via fax or email will be accepted.

NOTE: These instructions are provided as a courtesy, but do not supersede or alter the regulation. It is your responsibility to understand and comply with the regulation.