

**REGULATION FOR IN-USE OFF-ROAD DIESEL-FUELED FLEETS
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. Instructions on how to submit the form and definitions are provided on page 2.

PART I: FLEET INFORMATION

Check the box to confirm if you are authorized to submit this form then complete your information below. I am the:

Responsible Official OR Designated Official

DOORS Fleet ID Number:	Company/Agency Name:
Name:	Job Title:
Telephone Number:	Email Address:

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 Fleet Contact:
New Contact Email:
New Contact Telephone Number:
New User Name*:
New Password:

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

PART III: SIGNATURE

By signing below, I affirm and certify under penalty of perjury, under the laws of the State of California, that I have reviewed this form and the information reported on this form for the off-road fleet indicated above is true, accurate, and complete to the best of my knowledge. I understand that I am responsible for recordkeeping as required in section 2449(h). I understand that all statements made in this form are subject to investigation, and that any false or dishonest statements may result in fines and may subject me to criminal investigation and possible prosecution. By signing below, I further certify that I have the authority to request and submit these changes on behalf of the off-road fleet indicated above.

Signature of Responsible Official or Designated Official:	Date:
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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. Business contact information is not confidential and may be made available to the public in response to certain legal requests. **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. The 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.

For questions regarding this form, contact the DOORS Hotline at: (877) 59DOORS (877-593-6677).

Responsible Official: One of the following: (A) For a corporation: A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation. (B) For a partnership or sole proprietorship: a general partner or the proprietor, respectively. (C) For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of the U.S. EPA). [Cal. Code regs., Title 13 § 2449, subd. (c) (44)].

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 designate a new person other than the Responsible Official as the person allowed to sign official forms.

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 the 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 third party (i.e., consultants, distributors, sales representatives, etc.).

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