

**LARGE SPARK-IGNITION ENGINE FLEET REQUIREMENTS REGULATION  
DOORS REQUEST TO CHANGE CONTACT INFORMATION**

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If you would like to change the company address, fleet operator contact name, email, phone number, user name, or password for your DOORS account, complete the following information. Instructions on how to submit this 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:

Fleet Operator

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

**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 Operator:
New Contact Email:
New Contact Phone Number:
New User Name*:
New Password*:

\*User name allows letters, the "at" sign (@), period (.), and underscore (\_) only. It must be 5-20 characters. \*Password must be 5 or more characters (no restrictions on characters used).

**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 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 2775.2. 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 fleet indicated above.

Signature of Fleet Operator:	Date:
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### INSTRUCTIONS AND DEFINITIONS

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Submit the completed form by email to [DOORS@arb.ca.gov](mailto:DOORS@arb.ca.gov), by fax to (916) 322-3923, or by mail to California Air Resources Board, Attention: Large Spark Ignition 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. This form will not be accepted unless it contains the relevant information, signature of the fleet operator, and date. **If you no longer have access to your DOORS account and the Fleet Operator 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 Fleet Operator for the company. The California Air Resources Board (CARB) will evaluate the letter, and determine whether it is appropriate to re-set the items, but takes no responsibility for doing so.

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

**DOORS Fleet ID Number:** This ID number is the number that CARB assigned to your LSI fleet. If you don't have this number, please contact the DOORS Hotline. If the Fleet Operator is the same person for multiple fleets, the Fleet Operator may submit one hardcopy attestation with the DOORS IDs of all those fleets listed on the form.

**Company/Agency Name:** This is the legal name of the entity, business, organization, agency, or individual currently on the registration, not a third party. Examples of third party members are consultants, distributors, sales representatives, lawyers, etc.

**Fleet Operator:** A person with legal right of possession and use of a piece of equipment including a person whose usual and customary business is the rental, leasing, or sale of equipment as provided below: A person whose usual and customary business is the rental, leasing, or sale of equipment will be deemed an operator of: (A) all service equipment, regardless of hours of operation (as defined in section 2775, subsection (d)(40)); and (B) any operations equipment they use more than 50 hours per year (as defined in section 2775, subsection (d)(34)). [See Cal. Code Regs., tit. 13, § 2775, subd. (d)(35).]

**Signature of Fleet Operator:** This is the mark written by the fleet operator with the intention of authenticating the form. Digital signatures will not be accepted, but original signatures on a form scanned and sent via fax or email will be accepted.

**Date:** This is the day, month, and year when the form was completed and signed.

**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.