

Change of Responsible Person for a Business Explosives License

Instructions – All Applicant Organization must:

1. Complete Section A.
2. Select one person legally responsible from management officials who is directly responsible for the proper storage, protection, and removal of explosives. This may be the owner, lessee, or an authorized operator. That is the Responsible Person.
3. Complete Section B.
4. Ensure that the application has signatures of at least the New Responsible Person and the Owner/Corporate Office above that person. This is to validate that the organization is aware of the change. If the former Responsible Person is not available, list that in the area for their signature.
5. Submit the fingerprint card for background check (except Active Law Enforcement Officers [LEOs]).
6. Submit the background check fees with your application.

Note

- Fingerprinting and criminal history record information (CHRI) checks are required for the Responsible Person by RCW 70.74.360. Fingerprints will be used to check the criminal history records of the WSP and FBI.
- CHRI obtained through this process will only be used for authorized purposes by The Department of Labor and Industries (L&I) and will not be shared with any other agencies or persons.
- If any CHRI is found as a result of this check, applicants will have 90 days from the date notified by L&I to request, in writing, a copy of those results to verify or challenge any inaccuracies with the agency that submitted the information.
- Applicants who wish to challenge either criminal history record will need to contact the agency/state that submitted.
 - For Washington State they will need to contact the Washington State Patrol (WSP)
Phone 360-534-9200 Email crimhis@wsp.wa.gov
 - FBI criminal history records corrections will need to contact the FBI using the information provided on the Agency Privacy Requirements for Non-criminal Justice Applicants information at the end of this form.

Fees must accompany application:

1. Make checks payable to: Department of Labor & Industries.
2. Background check fees are currently \$33.00 and must accompany the application. For fingerprinting locations visit: <https://fortress.wa.gov/wsp/watch/UserContent/FingerPrint/FingerprintingLocations.pdf>
3. Submit application, fees, and fingerprint card and any other documents required to the address listed at top of the form below.



Change of Responsible Person for a Business Explosives License

Explosives Licensing
PO Box 44655
Olympia WA 98504-4655

Phone: 360-902-5563
Email: ExplosivesLicensing@Lni.wa.gov
Fax: 360-902-5438 (call to verify receipt)

To change the Responsible Person for an Explosives License for the purpose of purchasing, using, storing, manufacturing, or selling explosives as defined in [70.74 RCW](#) and [296-52 WAC](#).

[70.74.360 RCW](#) requires all applicants are cleared by fingerprint Background Checks — **Fee \$33.00.**

Section A — Company Information

Name of Business	UBI	Owner Name	
Mailing Address	City	State	Zip Code
Phone Number	Email Address		

Section B — Responsible Person

☐ Add ☐ Remove ☐ Update

Name		Citizenship	Social Security Number	
Mailing Address		City	State	Zip Code
Date of Birth	Driver's License/ID Number	State	Phone Number	Email Address

☐ Add ☐ Remove ☐ Update

Name		Citizenship	Social Security Number	
Mailing Address		City	State	Zip Code
Date of Birth	Driver's License/ID Number	State	Phone Number	Email Address

Continue to Next Page to Sign

Please note that the New Responsible Person and the Owner/Corporate Officer are required to sign the form.

If the former Responsible Person cannot sign the form, please provide the reason.

Signatures

By signing, we agree that the following are true:

- A. We will not sell, barter, give, or dispose of explosives to any person within the State of Washington except as allowed within the limits of our license;
- B. We will follow the rules of the Washington State Explosives Act and Safety and Health Codes promulgated by the State of Washington;
- C. We will be responsible for obtaining the proper licenses necessary for purchasing, using, storing, manufacturing, or selling explosives;
- D. We have not been convicted of a felony involving force or violence, perjury, false swearing, or bomb threats;
- E. We have no drug or alcohol dependency problems;
- F. The statements made in this application are true to the best of our knowledge;
- G. We will advise the Department of Labor and Industries when any of the above stated facts change.
- H. I have seen the Agency Privacy Requirements for Non-criminal Justice Applicants provided at the end of this form.

Printed Name of Company Owner or Corporate Officer	Title
Signature of Company Owner or Corporate Officer	Date

Printed Name of Former Responsible Person	Title
Signature of Former Responsible Person	Date

Printed Name of New Responsible Person	Title
Signature of New Responsible Person	Date

For L&I Use Only		
Explosive License Granted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not granted, state reason: _____		
L&I Employee Signature	Title	Date

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 29 CFR 16.34. Information regarding this process may be found at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov/>
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilized for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 Notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).